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**REPORT OF THE FEDERAL AD HOC INTERDEPARTMENTAL
WORKING GROUP
ON INFORMATION SYSTEMS
ON
CHILD SEX OFFENDERS**

SCREENING OF VOLUNTEERS

AND EMPLOYEES

IN

CHILD-SENSITIVE POSITIONS

Submitted by:

Interdepartmental Working Group
Ministry of Solicitor General
Health Canada
Department of Justice

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September 1, 1994

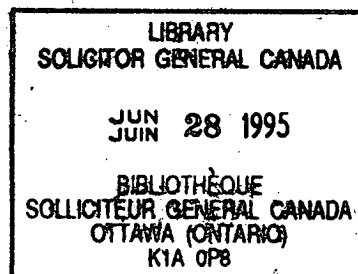
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Submitted by: Interdepartmental Working Group
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SCREENING SYSTEM FOR VOLUNTEERS AND EMPLOYEES IN CHILD SENSITIVE POSITIONS

1) Introduction

The federal government has indicated its commitment to work with others to better protect children from potential sexual abuse by volunteers and employees who work in positions of trust. This commitment includes protecting children from other forms of potential abuse and violence in general by those in positions of trust or authority.

The federal departments of Health Canada, Solicitor General and Justice developed a Discussion Paper outlining the government's proposals to achieve this goal. The proposed options required close cooperation with the provinces and territories, the police community and the non-government and voluntary sectors.

Consultations were held across Canada during the summer of 1994 to discuss the government's proposals. The results of these consultations are reported below. The Federal Ad hoc Interdepartmental Working Group on Information Systems on Child Sex Offenders, composed of representatives from the Ministry of the Solicitor General, RCMP, Health Canada and Justice (referred to hereafter as the Working Group), which produced the Discussion Paper and conducted the consultations, recommends that the government implement several initiatives outlined in this report. These recommendations are based on a consensus achieved through the consultative process.

The Working Group would like to thank all those who provided their views during the consultations.

2) BACKGROUND TO THE ISSUE

Various groups and individuals have proposed creating registries of child abusers, sex offenders, or dangerous offenders to help combat violence against children.

Recommendations for a sex offender registry have been made by members of the Coroner's Jury in the Stephenson inquest, by two provinces (B.C., Manitoba) and by victims' rights associations.

A dangerous offender registry and police screening of volunteers was recommended by the Panel on Violence Against Women and, in the last Parliament, the Standing Committee on Justice and the Solicitor General called for a study and report to Parliament by the Committee on the feasibility of such a registry.

Earlier reports addressing the issue of child sexual abuse (e.g. the 1984 Report of the Badgley Committee on Sexual Offences Against Children and Youth and the 1990 report by Rix Rogers, Reaching for Solutions) called for a review of reporting procedures and the

development of screening policies for individuals who occupy or seek positions of responsibility for children.

The common objective of proponents of these registries is to better protect children from sex abusers who deliberately seek positions of trust (jobs involving contact with and authority over children) in order to facilitate access to their victims. Proponents believe that a national registry could be used to provide information relating to convictions for sexual offences against children to potential employers in areas of employment with access to children. In addition, they have suggested including other types of information and issuing a "certificate of clearance" for employment involving access to children.

The Ministry of the Solicitor General and the Departments of Justice and Health Canada responded to these concerns by seeking ways to improve the national sharing of information about child sexual offenders for screening purposes. Improving information sharing is one concrete step that can be taken to prevent the sexual abuse of children.

3) **PRELIMINARY WORK**

The Working Group was formed to study these issues and recommend action to the federal government.

The Working Group's first task was to consider the purposes and mechanics of a registry that would respond to the above-noted recommendations. This process was complicated by the fact that the different calls for a registry sought to achieve different specific goals by various means.

For instance, some proponents supported a federal registry that would provide information relating to convictions for child sexual offences; others wanted information relating to all provincial/territorial child protection/abuse incidents as well as convictions for sexual offences involving any act of violence against a person.

Some proponents envisioned a registry that would produce a "certificate of clearance" for employment where there was access to children. Others proposed a registry that could be accessed, through a 1-800 telephone number by anyone for any purpose, such as by a neighbour who wanted information on a new home owner in the community.

Some advocates proposed the establishment of a completely new, independent registry, based in Ottawa. Others suggested using a combination of existing mechanisms at both the federal and provincial-territorial levels.

The Working Group was also mindful of additional considerations, including:

- areas of federal-provincial-territorial responsibility (for example, provinces and territories have jurisdiction over child protection and child welfare matters, as well as licensing and employment and labour standards);

- avoiding duplication of services and systems at both the federal and provincial-territorial levels;
- developing a mechanism that could be financially maintained and accessed by users in the most cost-efficient manner;
- human rights and freedoms and privacy considerations; and
- time implications for implementation and access to such a system.

The Working Group undertook a detailed examination of these issues and related research and information about the current status of screening in Canada.

This review identified the following key factors:

- a) Canada already has a national registry of indictable criminal convictions. The Canadian Police Information Centre (CPIC) provides information on all indictable convictions to any member police service upon request.

This information is available to volunteer organizations and employers through local police forces for bona fide employment or volunteer inquiries, subject to their own and CPIC policies. For example, police in Ontario are reported to have conducted over 100,000 screenings for volunteer and paid employment in 1993 using this information database.

- b) Research indicates that sexual abusers of children may commit many offences prior to their first arrest and conviction. If certificates of suitability to work with children were issued based on convictions alone, there is the possibility that serious predatory child abusers, who had not been previously apprehended, would apply for such a "clearance" to facilitate their access to child victims.
- c) The current use of CPIC by local police authorities to provide employment and volunteer screening allows a review of the entire criminal history. If a sex offender or child abuse registry were created, only those specific offences would be noted. Moreover, without the cooperation of all police forces, summary convictions would not be consistently recorded. A child sex offender or child abuse registry by itself would fail to identify non-child-related criminal convictions, such as sexual assault against a woman.
- d) The maintenance of general child welfare management information is within the provincial/territorial mandate. Three provinces (Ontario, Manitoba, Nova Scotia) have separate child abuse registries. The efficacy of any expanded national system would depend on the accuracy of child abuse information generated by the provinces and territories, as well as criminal convictions contained in CPIC.
- e) Immediate enhancements could be made to the CPIC system without requiring legislation. As CPIC is operated by the RCMP under the direction of a federal-

provincial-local policing advisory committee, further discussion could take place regarding any real or apparent barriers to accessing this system for the purposes of screening for employment and volunteer work with children.

The Working Group identified possible options that could form the basis of consultations and provide better information upon which to base recommendations to the federal government.

Alternative approaches and options considered by the Working Group included:

- creating a comprehensive child sexual abuse registry of offenders, operated by the federal government,
- encouraging independent provincial and territorial registries containing, in part, enhanced information from the federal CPIC system,
- developing a joint, cooperative federal-provincial-territorial information-sharing network, and
- enhancing and promoting the current use of the CPIC system of criminal records to provide clearance of persons in positions of trust through local police agencies.

In view of this background, the Working Group then recommended to the federal government that consideration be given to carrying out three activities:

- a) CPIC officials would identify possible enhancements to CPIC to be discussed through consultation with the provinces/territories and key stakeholders.
- b) The departments of Health Canada, Solicitor General and Justice would proceed to consult with provinces and territories and other stakeholders on the possible CPIC enhancements and other options, including longer-term improvements to federal-provincial-territorial and interprovincial/territorial information sharing regarding child abuse in Canada.
- c) The federal government would outline the issues and options to be considered in a discussion paper to assist in consultations.

These consultations should include provincial/territorial government partners, the police community, voluntary sector agencies and representatives of various interest groups and stakeholders. The purpose of the consultations would be to determine the best options for creating a national information-sharing network to accomplish the goal of better protecting children through the clearance of employees and volunteers in child-sensitive positions.

The federal government directed the three departments to carry out the consultations jointly. Recommendations, based on the results of the consultations, were to be made by early fall of 1994.

4) **DISCUSSION PAPER OPTIONS**

Four specific options were presented in the Discussion Paper.

(i) **Enhancements to CPIC to address specific concerns of volunteer organizations and employers - access through police agencies.**

Enhancement I

CPIC Advisory Committee could decide to ensure all police agencies run a check on both Identification and Investigative data banks when providing screening service for volunteer organizations and employers. If a potential offender is identified in the identification data bank, confirmation must be made with fingerprints.

Enhancement II

CPIC Advisory Committee could set policy whereby all police agencies must indicate the victim's age, sex, and relationship to the offender in the remarks field in the relevant data bank. Also, request police agencies to input fingerprints of all hybrid (indictable or summary conviction offences) child-related offences.

Enhancement III

CPIC Advisory Committee could encourage police agencies, possibly through their community policing units, to advertise more effectively the availability of this service. In so doing, provide a clear explanation of the limits of these checks.

- (ii) **Establishment of provincial/territorial or municipal clearinghouse of reliability checks - access through police agency.**
- (iii) **Direct access to CPIC by designated provincial/territorial representatives charged with providing screening services.**
- (iv) **In addition to CPIC checks, interface provincial/territorial child abuse registries with CPIC in order to share this information across jurisdictions.**

These proposals formed the basis for initiating the consultations. However, issues and options discussed during the consultations went beyond these proposals and included a broad discussion of background issues.

The views of those consulted enabled the Working Group to clarify the options, and with each consultation session, the proposals were further refined.

5) CONSULTATION SCHEDULE AND RESULTS

The Working Group met in all provincial and territorial capitals with government officials and with the police, non-government organizations (NGOs) who deal with children and other groups, social service representatives and some employer and employee groups. (For a complete list of groups and individuals who took part see Appendices A and B.)

Generally, federal officials met first with provincial and territorial officials within Attorney General, Justice, Solicitor General and Social Service and Health Ministries. (For the Agenda see Appendix C.)

A second meeting was held in each location with community groups, including child-serving agencies, agencies serving other clients involving positions of trust or authority, sporting associations and non-government advocacy groups interested in these issues. Provincial/territorial government officials and some employers attended the second meeting as well.

Individuals and organizations were also invited to provide written comments by August 1, 1994 (extended to August 12 in Quebec and the Northwest Territories and for NGOs).

SCHEDULE

The consultation team met on the following dates:

Ontario	→	May 10 - 12, 1994
British Columbia	→	June 6 - 8, 1994
Yukon	→	June 10, 1994
Alberta	→	June 20 and August 3, 1994
Saskatchewan	→	June 21, 1994
Manitoba	→	June 23 - 24, 1994
Newfoundland	→	July 8, 1994
Nova Scotia	→	July 12 - 13, 1994
New Brunswick	→	July 14, 1994
Prince Edward Island	→	July 15, 1994
Quebec	→	July 27 - 28, 1994
Northwest Territories	→	August 4, 1994

RESULTS

(i) Ontario

The Working Group met in Toronto with colleagues from the provincial government, policing officials, and approximately 20 representatives of non-government organizations.

Highlights

Voluntary sector and policing representatives voiced strong and unanimous support for the proposed enhancements to CPIC.

They preferred to have screening carried out by local police using enhanced CPIC conviction data combined with additional criminal investigation information (including arrests and occurrence reports) available to the police locally and province wide.

The Volunteer Bureau of Ontario and the police community have proposed to establish a province-wide agreement to release screening results in a consistent format directly to prospective volunteers or employees on request. They would then voluntarily provide the results to the agency where they wish to work. Applicants with criminal records will probably screen themselves out, resulting in fewer requests for a full investigation, including fingerprint search.

Social Service organizations and volunteer agencies and the police endorsed providing all relevant information concerning the entire criminal record (including CPIC data on conviction and local data on arrest and investigation).

The Ontario government, through the Ministry of Community and Social Services (COMSOC), is considering introducing police-based screening, as a replacement for its Child Abuse Registry. It has distributed a discussion paper which proposes that conviction information relating to only a restricted list of child sex/violent offences would be reviewed by provincial officials to screen for employment or volunteer positions in agencies for which they are directly responsible (i.e. child care, teaching, child welfare).

(ii) British Columbia and the Yukon

The Working Group met with approximately 20 representatives of voluntary associations, sports groups, police, child-serving agencies and government in Victoria. More than 30 persons attended the meeting in Vancouver. There was unanimous support from the social service and voluntary sector representatives for the proposed enhancements to CPIC. They felt that these will provide valuable additional information to be used by local groups to screen volunteers. There was interest in being informed about the local police-based approach being proposed in Ontario. The police expressed some reservations about the possible resource implications of relying on local police to conduct all screenings.

In the Yukon, meetings were held with territorial government representatives, the Council of Yukon Indians, and various social service and volunteer groups and sports associations. Enhancements to CPIC were well supported, and the description of the local police-based screening approach favoured in Ontario was received with interest.

Highlights

The provincial government in British Columbia has announced that it is developing a three-part program regarding screening:

- (a) Legislation will be tabled which will require heads of provincial agencies that hold information concerning offenders who pose a danger to the community to release that information to the community under prescribed conditions.
- (b) Legislation will also be tabled which will require the screening of employees in provincially operated or licensed agencies.
- (c) A public education campaign is planned to explain how the system will work once legislation is passed. The non-government sector will be encouraged to voluntarily conduct screenings for staff and volunteers in child-sensitive positions. Strategies to recruit, screen, train, supervise and support volunteers will also be promoted within community agencies.

This provincial initiative will rely on the CPIC system for information relating to the criminal history of offenders. As such, it presents an opportunity for the federal government to collaborate and assist in this important work.

Yukon officials indicated that screening was especially important in their jurisdiction because of the large numbers of people who live in the North for short periods of time.

Provincial/territorial government officials supported the proposed CPIC enhancements and the need for a longer-term discussion of federal-provincial-territorial information sharing relating to child abuse and child protection.

The opinion was expressed that screening must be seen as only one element of a screening program which must also include clear and effective hiring and supervision policies for staff and volunteers.

In addition, many participants called on the federal government to provide leadership by collecting and disseminating information about "best practices" in recruiting, screening, training, supervising and supporting volunteers to better protect clients from abuse.

Civil liberty representatives expressed support for the proposals as long as the protection of privacy rights was addressed. They felt that individual rights would be better protected if criminal history information were returned directly to the prospective volunteer or employee.

(iii) **The Prairies**

Consultations were well attended in the three prairie provinces, with more than 100 groups and individuals participating in the consultation sessions. Native groups were represented, as was a diverse cross-section of community groups, such as women's groups, and agencies that serve clients involving positions of trust or authority, such as groups that serve people with mental disabilities.

Highlights

Strong support for immediate enhancements to CPIC was voiced. In several locations the potential of increased workload for local police to carry out screenings on behalf of local agencies was raised. Several suggestions were made about resource sharing between provincial and local governments and between the police and the volunteer groups.

In Saskatchewan, a program has been initiated whereby all students entering teachers college are screened, since they will have access to children during their practicum placements.

Social service organizations, volunteer agencies and police encouraged federal leadership to develop training material and facilitate cooperation between local police and local volunteer and sports agencies to recruit, screen, train, supervise and support volunteers. They consider this to be an aspect of community policing. Calls for a federal initiative to provide information on how effective agencies carry out their screening program were repeated in all three provinces.

A practical description of the Manitoba Child Abuse Registry was provided by Manitoba officials which showed how screening is currently conducted in the province using the Registry.

In all three provinces, the issue of screening is being addressed by interdepartmental committees which seek to analyze the issue through an interdisciplinary approach. There is strong support for discussing further the options for better information sharing among jurisdictions regarding child abuse issues in Canada.

(iv) **Atlantic Canada**

More than 125 groups and individuals attended the four consultations. Various perspectives were brought to the attention of the consultation team, including those of sexual assault centres. Issues raised included the resource implications of screening for small or rural police agencies.

Highlights

In Nova Scotia, a practical demonstration was provided by officials of the Child Abuse Registry, which showed the federal group how national data on convictions, provided through CPIC, might be used by provincial registries for more effective screening.

Representatives of Operation Go Home, in Halifax, provided an example of how the screening process they employ (through local police with access to CPIC data, combined with local police information) was able to screen out three prospective volunteers who had been convicted for sexual exploitation of young women.

The importance of realizing that screenings provide at best a "snapshot" of a prospective employee's or volunteer's behaviour was stressed by many participants. It was acknowledged that screenings constitute only one element of a hiring and supervision process and that they must be repeated periodically to be effective.

The necessity of close cooperation among all levels of government and between the police and the community was stressed in all provinces. The primary focus of screening must be on providing appropriate and accurate information in a timely way to those who need it for screening purposes.

In New Brunswick, the option of establishing a federal office or 1-800 number in Ottawa to conduct all screening across Canada was discussed. This option was not supported by the police or the voluntary sector groups in attendance.

NGO representatives in Prince Edward Island highlighted the need for increased financial resources for service providers for victims of abuse and sexual assault, particularly adult women survivors. Both provincial government officials and NGO representatives expressed strong support for a collaborative community approach to the issue.

(v) Quebec

The federal team was provided with an overview of the issue by representatives of a provincial working group that deals with issues of sexual aggression.

The meeting with the non-government and voluntary sector (approximately 10 organizations and individuals) included a strong representation from offender-serving agencies and civil liberties organizations.

Highlights

In Quebec, police representatives expressed support for CPIC improvements.

There was also support from participants for an offender treatment approach that deals with offenders in the community through early intervention and prevention to reduce child sexual exploitation. Offender-assisting agencies, clinical psychologists working with

sex offenders and a representative of a provincial civil liberties association all expressed concern about the use of police-based information to screen volunteers or employees at the community level.

A strong argument was made that the focus of child protection should be on improving community programming to prevent abuse in the first place, as well as community efforts to take responsibility to assist in the successful re-integration of offenders.

Provincial Justice department representatives provided information on relevant legislation in the province (Bill 31).

Participants in Quebec supported local autonomy and flexibility as proposed by the federal options.

(vi) **Northwest Territories**

The Working Group met with approximately 15 representatives of the territorial government, with social service and voluntary sector agencies, and with native groups, and was provided with an overview of the particular circumstances and concerns of Northern communities.

Highlights

Specific concerns regarding the difficulty of access to local police screening services in remote communities were expressed. Given the unique circumstances (geography, a highly mobile population), some participants felt that screening by mail and, if necessary, conditional hiring followed by a screening process could provide some added protection to the current experience in remote communities. As in the Yukon, participants felt that the number of newcomers who come to live in the North for short periods of time make screening even more important than in less transient communities.

Participants stressed the importance of linking initiatives to enhance screening with the broader issue of family violence prevention and child abuse in general. This point had been made in other jurisdictions as well.

6) **OTHER ISSUES RAISED BY PARTICIPANTS**

(i) **Identification of Criminals Act**

Some participants suggested re-designating summary conviction Criminal Code sex offences as hybrid offences as an alternative solution to ensure that information was deposited in the identification data bank of CPIC on all sex offences.

Others suggested possible amendments to the Identification of Criminals Act to provide for the fingerprinting of all persons accused of a sexual offence.

(ii) **Amendments to the Young Offenders Act (YOA)**

Many of those consulted felt that issues relating to YOA record keeping needed a thorough analysis and discussion as part of any review of the provisions of the YOA.

(iii) **Access to Related Federal Government Records**

Questions were also raised about the possibility of allowing police access to record checks conducted outside Canada for immigration purposes. The possibility of access to Department of National Defence records of procedures under the Code of Conduct and Courts Martial system was also raised.

(iv) **Name-Change Applications**

The issue of linking past criminal records with name-change applications was discussed. The impact of recent changes proposed by British Columbia, as well as the option of matching all name-change applications with prior criminal records to ensure continuity in police record keeping were raised at each consultation.

(v) **Community Notification Regarding Release of Dangerous Offenders into the Community**

Some participants stated that communities wish to be informed about the identity, residence and other personal information about high-risk offenders being released from penitentiary. The relationship between this practice and the proposed enhancements to CPIC was raised.

(vi) **Pardons**

Several of those consulted sought clarification of the effects that a pardon could have on the screening process. Some participants inquired how ex-offenders who had received a pardon would be screened, while others felt that certain categories of offenders (violent offences, sex offences, child sex offences) should never be eligible for a pardon.

(vii) **Professional Regulatory Authorities**

Many groups raised the question of self-regulation by professional associations and the relationship between these bodies and a community screening process. Some participants suggested that such regulatory authorities, particularly medical bodies, should consider revoking professional licences of members who have been reported or found to have sexually assaulted patients and to report these persons to criminal justice agencies for investigation and prosecution.

(viii) **Publication Bans**

The question of the impact of a court-imposed publication ban upon matters relevant to a court proceeding was raised in several jurisdictions. It was also suggested that including the relationship of the offender to the victim on CPIC in the case of sexual offences against children might inadvertently identify the victim in cases of family violence.

(ix) **Costs**

During consultations, the issue of the cost of criminal records checks was raised.

Some jurisdictions, particularly New Brunswick, expressed concern about endorsing criminal records screening without funding to cover the expected increase in requests from voluntary agencies and provincial government departments wishing to screen employees in child-sensitive positions.

Police representatives identified financial and human resource implications for the additional data entry required by the CPIC enhancements and for processing increased numbers of criminal records screening applications.

NGOs, which are generally non-profit and rely heavily upon volunteers, expressed concerns that costs be kept as low as possible to minimize any negative impact on their recruitment of volunteers.

The RCMP, at headquarters in Ottawa, do not charge police services for checking fingerprints on CPIC to screen volunteers.

Efforts to promote criminal records checks for all volunteers/employees seeking positions of trust or authority over children will continue to have cost implications, particularly for volunteer/non-profit organizations.

Current local practices relating to fees for screening volunteers and employees in child-sensitive positions vary from one police service to another. Many police agencies do not charge volunteer groups to conduct the first-phase screening (i.e., screening without fingerprints) but do charge employers; some charge both employers and non-profit groups, sometimes at a lower rate for volunteer groups. Some volunteer groups will reimburse the volunteer for screening costs, although many cannot afford to do so.

Some volunteer groups try to cover screening costs by, for example, joint fund-raising efforts with local police agencies; others, such as sports associations and teams, have included an additional one dollar charge in registration fees to cover these charges.

(x) **Offender Rights**

Some participants expressed concern that the individual rights and freedoms, including privacy rights, of offenders be safeguarded. In particular, rehabilitated offenders

not only must be allowed to get on with their lives but should be supported in doing so by their community.

7) **SPECIFIC RESPONSE TO THE FEDERAL PROPOSALS**

i) **Overview**

In summary, the proposed enhancements to the Canadian Police Information Centre (CPIC) system were strongly supported by social service, voluntary sector and policing representatives.

A police-based screening model has also found broad support. (See Appendix E for an illustrative description of "best practices.") Such a model, currently in wide use throughout Canada, provides for screening to be carried out by local police using enhanced CPIC conviction data combined with additional criminal investigation information available to the police from local and provincial records. This approach was repeatedly supported by the social service and voluntary agencies and sports associations who were consulted. Police also support this approach, which is generally consistent with their current practice.

There was little support for proposals that would screen for specified offences only. Women's groups have forcefully expressed the view that a national screening system must capture offences against adult women and should not be solely limited to criminal convictions against children. Police officials, voluntary sector representatives and women's advocacy groups all stated they do not want to expurgate the record and ignore such potentially dangerous behaviour as sexual assaults on adult women, violent robbery, persistent drinking and driving, or a history of drug trafficking or serious fraud. The full record (including Young Offenders Act records) can be provided if police return the screening report directly to the volunteer who can then decide whether to discuss it with the prospective employer or not to proceed with the application.

Issuance of a "certificate of clearance" based only on the absence of Criminal Code convictions for child sex offences was not supported by either the police or the voluntary agencies. Both recognize that such a certificate would be of limited value and could be subject to abuse.

The issue of costs was important to all participants. It was understood that, to be effective, enhanced protection of children might require further resources. However, through minimizing the opportunity for re-offending and thereby "breaking the cycle" of abuse, long-term savings for the criminal justice and social service systems will be realized. In the short term, it would be unreasonable to concentrate the costs at any one level of government and, to be feasible, all parties (volunteers, agencies, police, and the three levels of government) must continue to share the cost.

Participants recognized that effective long-term responses and solutions to child sexual abuse must involve all sectors of Canadian society and all levels of government. An effective screening mechanism will require federal, provincial/territorial and local

cooperation among policing officials and the NGO agencies involved. The objective is to provide all relevant information to those who need it in a timely way, while at the same time respecting the privacy rights of individuals, to better protect children from repeat offenders who seek out positions of trust to gain access to children.

ii) **Immediate Enhancements to CPIC**

Enhancement I - Access investigative and identification data

Federal Option - CPIC Advisory Committee could decide to ensure all police agencies run a check on both identification and investigative data banks when providing screening service for volunteer organizations and employers. If a potential offender is identified in the identification data bank, the identification must be confirmed with fingerprints.

During consultations it was pointed out that valuable information which is currently contained in the national CPIC databases is not consistently being accessed for screening purposes.

The consensus of those consulted was that CPIC policy should require that police review not just the identification data bank (data on indictable convictions), but also the investigative data bank (containing information on such things as restraining orders for family violence incidents, prohibition orders relating to sex offenders, and peace bonds and prohibitions against firearm ownership or driving prohibitions resulting from criminal conviction) for the purpose of screening.

Enhancement II - Enhance information in CPIC

Federal Option - Set policy whereby all police agencies must indicate the victim's age, sex, and relationship to the offender in the remarks field in the relevant data bank. Also, request police agencies to input fingerprints of all hybrid (indictable or summary-conviction offences) child-related offences.

Participants endorsed in principle the option put forward in the Discussion Paper. The consultations also provided insights about "unintended consequences" which could result from the implementation of this option as originally stated.

As a result, there are more enhancements now being proposed to go forward to the CPIC Advisory Committee and work has been undertaken to address the issues identified during the consultations.

Some volunteer organizations mistakenly believed that, currently, when information is released directly from the police to a community organization, all relevant information is provided. Many organizations did not realize they were provided only with criminal convictions, not charges or court dispositions or other adjudications. In addition, organizations were under the impression that YOA records were provided. During

consultations, they were advised that neither volunteer organizations nor parents are legal recipients of YOA information. YOA records can, however, be released directly to the young person. This issue has been addressed by those screening procedures that release the results of the police records check directly to the prospective volunteer or employee.

Many of those consulted suggested that additional information should in fact be put into the CPIC system regarding violence against women in family violence situations. They felt that this would be relevant to a concern about the safety and well-being of children. In addition, problems were identified with making a reference to the relationship of the offender to the victim in cases of child sexual assaults. This might serve to identify the victim and could contravene the intention of any court-imposed publication ban. It was suggested that including only information about the age and sex of the victim would be sufficient to "flag" these cases involving sexual violence against children.

Many NGO sector agencies strongly endorsed the suggested screening model which would augment national CPIC data with checks by the local police of their information relating to arrest and investigation. They felt this information should be released, at the discretion of the police, by local police directly to prospective volunteers for them to provide on request to the volunteer agency.

Enhancement III - Encourage use through community policing

Federal Option - Encourage police agencies, possibly through their community policing units, to advertise more effectively the availability of this police screening service. In so doing, provide a clear explanation of the limits of these checks.

It was pointed out during the consultations that a police records check was only one element of a screening process which should be implemented by organizations and agencies which provide services to children and youth.

For a national, cooperative effort to be successful, it will be imperative that volunteer agencies take seriously their responsibilities to recruit, screen, train, supervise and support their volunteers. This will require a close and cooperative relationship at the community level between the police and community, volunteer and sports organizations. It was suggested that the RCMP focus their community policing unit activities in part on this important priority. Many of those consulted said the federal government should work closely with provincial/territorial colleagues to encourage local police in all communities to involve themselves actively in similar initiatives.

iii. **Clearinghouse**

Federal Option - Establishment of provincial/territorial or municipal clearinghouse of reliability checks - access through police agency.

There was little support expressed for this concept. Those jurisdictions which may implement centralized screening for provincial/territorial employees or licensed or funded

agencies can proceed under their own authority to explore a system which best responds to their needs.

iv. **Direct Access**

Federal Option - Direct access to CPIC by designated provincial/territorial representatives charged with providing screening services.

There was little interest in direct access to CPIC for provincial/territorial governments. Such access would be more restricted than the access enjoyed by police services. Those jurisdictions which implement new initiatives for screening funded or licensed program employees or volunteers could pursue such access, if needed, directly with the CPIC Advisory Committee.

v. **Longer-Term Child Abuse Information Sharing**

Federal Option - In addition to CPIC checks, link provincial/territorial child abuse registries with CPIC in order to share this information across jurisdictions.

There was strong interest in all jurisdictions and among NGO representatives in pursuing discussions about better sharing of information relating to child abuse. Discussions on information sharing focused on a range of issues including, gathering of national statistics, seeking common definitions of child abuse among jurisdictions and exploring ways to better share child protection information among provinces and the territories.

Future discussions could address questions of further federal-provincial-territorial cooperation in the area of information exchange between the federal government and the provinces and territories and among provinces and territories concerning child abuse in Canada.

vi) **Public Education**

Volunteer agencies and the police strongly encouraged federal leadership in a public education effort to develop training material and facilitate close cooperation between local police and local NGOs and sports associations to recruit, screen, train, supervise and support volunteers.

It was suggested that the federal government investigate ways to help by collecting information about "model" approaches and providing training and screening information to local groups and agencies to assist in this regard.

8) **RECOMMENDATIONS OF THE WORKING GROUP**

In order to provide increased protection to children from known sex offenders who seek volunteer or paid positions of trust or authority over children, the Working Group makes the following recommendations:

i) **Immediate Enhancements to CPIC**

The CPIC Advisory Committee should be asked to review and vote on enhancements to CPIC, as outlined in this report. (See Appendix D for exact changes requested.) If the Advisory Committee approves them, the federal government should implement these changes as soon as possible.

The purpose of these changes is to ensure the following points.

- In addition to information on indictable convictions, data would be available to police to assist in screening on:
 - restraining orders for family violence incidents,
 - prohibitions against seeking or maintaining paid or volunteer work involving trust over children, firearm ownership, or driving, and
 - peace bonds relating to suspected child sex offenders.
- Information would be included in the CPIC data bank regarding summary conviction Criminal Code offences for child sex crimes.
- Police would be asked to take fingerprints of those accused of all child sex offences which are neither purely indictable nor summary (known as dual/hybrid offences), thereby insuring that these convictions will be registered along with fingerprints on the CPIC system to enable local police to include these offences when conducting screening checks.
- information would be recorded on CPIC relating to the age and sex of the victim in cases of child sex offences, child physical abuse and family violence.

ii) **Public Education/ Training Initiative**

A brochure should be produced outlining the enhancements to CPIC and the availability of the national data base for screening purposes.

A project should be funded to develop a training manual, containing model projects from across Canada and guidelines for volunteer agencies, sports teams, community groups and the police to screen volunteers and staff more effectively. In addition, community-development workshops should be carried out, using this training material. The importance

of recognizing the legitimate and complementary roles of the federal, provincial and territorial governments, the police and the community in a partnership to reduce sexual exploitation of children should be a key theme.

The purpose of this recommendation is to ensure that social service and volunteer agencies and employers are supported in their responsibilities to recruit, screen, train, supervise and support their volunteers. This will require a close and cooperative relationship at the community level between the police and NGOs and volunteer and sports organizations. It is further recommended that the RCMP focus their community policing unit activities in part on this important priority.

iii) Longer-Term Work on Child Abuse Information Sharing

Consideration should be given to supporting additional child abuse information-sharing activities during the next two years. These activities could address questions of further federal-provincial-territorial cooperation in the area of information exchange among all levels of government concerning child abuse in Canada.

Such a role may include initiating discussions among provinces and territories on gathering national statistics, searching for complementarity in definitions of child abuse and neglect among jurisdictions and seeking ways to better share information concerning abusers among provinces and territories. Such information could be used, in part, to augment what is available on the national CPIC network for screening purposes.

iv) Follow-up on Identified Related Issues

The results of these consultations and the related issues which were raised should be shared with officials in government and in non-government organizations who are currently addressing these questions. This would include work currently under way to address issues of child abuse and other areas of family violence, and criminal justice reform.

APPENDICES



List of Organizations Consulted

A) List of Organizations Consulted

The types of local groups consulted with included:

Canadian Bar Association (several provinces)
Teachers Federation (several provinces)
Ontario Public Service Employees Union
Parks and Recreation Federation (several provinces)
Big Brothers and Big Sisters (most provinces)
Block Parents (several provinces)
CAVEAT
John Howard Society (several provinces)
Elizabeth Fry Society (several provinces)
Vancouver Island Pastoral Services
Scouts/Girl Guides (most provinces)
Federation of Foster Parents (several provinces)
B.C. Institute on Family Violence
Sport B.C.
Boys and Girls Clubs (several provinces)
Citizens Against Child Exploitation (CACE)
Justice Institute of B.C.
Civil Liberties Association (several provinces)
Yukon Child Care Association
Salvation Army
Whitehorse Christian Ministerial Association
Council of Yukon Indians
Kwanlin Don First Nation
Association of Community Living (several provinces)
Sexual Assault Centre/Transition Homes (several provinces)
Catholic Social Services
McMan Youth Services Association (Edmonton)
Alberta Children's Hospital
Child Find - Saskatchewan
Saskatchewan Special Olympics
YMCA (several provinces)
Saskatchewan Sport Inc.
Saskatchewan Teachers' Federation
Saskatchewan Child Care Association
Children's Home of Winnipeg
Ma Mawi Wi Chi Itata Centre - Winnipeg
Jewish Child and Family Services - Winnipeg
Amateur Sports Federation (several provinces)
Canadian Camping Association (several provinces)
Seniors' Resource Centre
Children's Aid Societies

Operation Go Home
Canadian Cadets
Child Find
Association des camps du Quebec
Groupe de travail sur les agressions a caractere sexuel
Association des services de rehabilitation sociale du Quebec
Dene Cultural Institute
Native Women's Association of the N.W.T.
Anglican Church of Canada (Diocese of the Arctic - Yellowknife)
Metis Nation (N.W.T.)

In addition, meetings have been held or scheduled with national organizations such as:

Victims of Violence
Canadian Police Association
Canadian Association of Chiefs of Police
National Associations Active in Criminal Justice (NAACJ)
Association des services de réhabilitation du Québec (ASR)
Federation of Canadian Municipalities
Boy Scouts of Canada

Written submissions and background material were received from the following organizations and individuals:

Fernwood House Society, Victoria, British Columbia
Winnipeg Boys and Girls Club
Government of the Northwest Territories
Multi-Agency Committee on Sex Offenders, Newfoundland and Labrador
Working Committee on Comprehensive Services for Child Sex Offenders, Yukon
Ministry of Community and Social Services, Ontario
Citizens Against Child Exploitation (CACE)
Province of British Columbia, Abuse Prevention Handbook for Employers and Volunteer Coordinators
The Corporation of the Township of Langley, British Columbia
Province of Prince Edward Island
Volunteer Centre of Ontario
Marymound Inc, Winnipeg
Victims of Violence, National Office, Ottawa
Status Of Women Canada
Sudbury Sexual Assault Centre
Okanagon University Centre
an anonymous convicted paedophile

List of Attendees at Consultations

B) List of Attendees at Consultations

**CONSULTATION WITH PROVINCIAL OFFICIALS AND REPRESENTATIVES
FROM NON-GOVERNMENT ORGANIZATIONS**

Toronto, Ontario

Thursday May 12, 1994 - P.M.

PARTICIPANTS	TITLE/AGENCY
BALA, Nick	Faculty of Law, Queen's University
BENIUK, Loree	Central Agencies Sexual Abuse Treatment Program (CASAT)
CALCOTT, John	Ministry of Community and Social Services
CREWS, Anna	Metropolitan Toronto Special Committee on Child Abuse
CROEZEN, Robert	Institute for the Prevention of Child Abuse
de VILLIERS, Priscilla	CAVEAT
ERLER, Dave	Ministry of Solicitor General
HO, Chris	Solicitor General Canada
HOATH, Ron	Ontario Association of Chiefs of Police c/o Port Hope Police
KANE, Barbara	Ministry of Community and Social Services
LAWSON, Sue	Victim-Witness Assistance Programme, Ministry of the Attorney General
LEACH, Graeme	Canadian Bar Association - Ontario
MAC BRIDE, Marianne	Ontario Block Parent Program Inc.
MORENCY, Carole	Justice Canada
PEARSON, Mike	Law Enforcement & Records Managers Network (LEARN) - Hamilton-Wentworth Regional Police
ROGERS, Jane	Ministry of Community and Social Services
SIMPSON, Doug	CPIC (RCMP)
SONEGO, Deborah	Ontario Public Service Employees Union
STEWART, Katherine	Health Canada

PARTICIPANTS**STREET, Lorraine****WILL, Al****TITLE/AGENCY****Volunteer Ontario, Canadian Association of
Volunteer Bureaux & Centres****Parks & Recreation Federation of Ontario
c/o Big Brothers and Sisters of Canada**

ENHANCED SCREENING OF VOLUNTEERS IN CHILD SENSITIVE JOBS

Meeting with the B.C. Steering Committee

910 Government Street, Victoria, B.C.

Monday, June 6, 1994 - 09:30 to 12:00

PARTICIPANTS	TITLE/AGENCY
BLONDÉ, Willie	John Howard Society of B.C.
CURRIE, Alan	Victoria Volunteer Bureau
FORD, Nancy	Island Pastoral Services Association
GOULSON, Jean	Girl Guides of Canada
HAMILTON, Alyne	Family Violence Project
LAMBERT, Ron	Scouts Canada
LLOYD, Carolyn	Scouts Canada
LUSH, Denis	Saanica Police
MC LEAN, Cst. Dan	Oak Bay Police Department
MORENCY, Carole	Justice Canada
OGG, Kathryn	Bridges Employability Project
PIKE, Robin	Federation of Child & Family Services of B.C.
PROBERT, Carol Ann	Victim Child Sexual Abuse Society
ROY, Nycole	Health Canada
SAMSON, Alana	Victoria Women's Sexual Assault Centre
SHEA, Katy	Big Brothers & Big Sisters
SIMPSON, Doug	CPIC (RCMP)
SINGER, Daryl	CPIC Vancouver
SMITH, Peter A.D.	B.C. Federation of Foster-Parent Associations
WALKER, John	Solicitor General Canada

ENHANCED SCREENING OF VOLUNTEERS IN CHILD SENSITIVE JOBS

Government Session

910 Government Street, Victoria, B.C.

Monday, June 6, 1994 - 1:30 to 4:30

PARTICIPANTS	TITLE/AGENCY
AUDLEY, Mary-Ethel	Ministry of Attorney General
DEAN, Dixie	Ministry of Attorney General
ELLIOTT, Harry	Security Programs/CPF0
GIBB, John	Ministry of Health
HADLEY, Marcus	Public Safety & Regulatory A.C.
IRWIN, Josie	Ministry of Education
KIMMITT, Anne	Ministry of Attorney General
LAWRENCE, Judith	Correctional Service Canada
LIDSTER, Walter J.	Child & Youth Secretariat
LOGAN, Claudia	Intergovernment Relations, Office of the Premier
MATHESON, Elisabeth	Ministry of Attorney General
MORENCY, Carole	Justice Canada
NEVILLE, Linda	Ministry of Social Services
PARKS, Ray	Security Programs Divison
RIMER, MaryLynne	Ministry of Women's Equality
ROY, Nycole	Health Canada
SIMPSON, Doug	CPIC (RCMP)
SINGER, Daryl	CPIC Vancouver
WALKER, John	Solicitor General Canada
ZUBRYCKI, Richard	Solicitor General Canada

ENHANCED SCREENING OF VOLUNTEERS IN CHILD SENSITIVE JOBS
650 West Georgia Street, Vancouver, B.C.
Wednesday, June 8, 1994 - 1:00 to 4:30

PARTICIPANTS	TITLE/AGENCY
ALI, Jennifer	Solicitor General
AUDLEY, Mary-Ethel	Ministry of Attorney General
BOGGAN, Stephanie	Agency Services Coordinator
BROWN, Shona	Big Sisters
CROWE, Roy	Training/Consultation Volunteer, Vancouver
DUMFORD, Sheila	B.C. Federation of Foster Parents
DUREAU, Dan	Vancouver Police Department
GRUNBERG, Fran	Vancouver School Board
HIGHTOWER, Jill	B.C. Institute on Family Violence
HILSEN, Sharron	B.C. Crime Prevention Association
JANE, Dave	Vancouver Police Department
KNOX, Sheila	B.C. Block Parent Program
MAY, Gordon	CACHAS Association of B.C.
MC PHEE, Alyson	Willington Youth Custody Centre
MC ARTHUR, Martha	Block Parent Program of Canada
MILLS, John	Sport B.C.
MOORE, Jill	Elizabeth Fry Society
MORENCY, Carole	Justice Canada
NAEDEL, Teal	Solicitor General
RAINEY, Monica	C.A.C.E.
RIVKIN, Shelley	Justice Institute of B.C.
ROCHE, Jack	Boy Scouts of Canada
ROY, Nycole	Health Canada
RYAN, Rick	Boys & Girls Clubs of Greater Vancouver
SIMPSON, Doug	CPIC (RCMP)
SINGER, Daryl	CPIC, B.C./YT

PARTICIPANTS**TITLE/AGENCY**

SMAILES, Catherine	Society for Children & Youth of B.C.
STOBBS, Judy	Girl Guides of Canada
THOMPSON, Neil	Vancouver Police Department
WALKER, John	Solicitor General Canada
WESTWOOD, John	B.C. Civil Liberties Association
ZUBRYCKI, Richard	Solicitor General Canada

ENHANCED SCREENING OF VOLUNTEERS IN CHILD SENSITIVE JOBS

Government Session

Whitehorse, Yukon

Friday, June 10, 1994 - 09:30 to 12:00

PARTICIPANTS	TITLE/AGENCY
CAMERON, Bill	RCMP
CLARK, Margaret	Council for Yukon Indians
COOPER, Kelly	Justice, YTG
DUESENER, Nancy	Health and Social Services, YTG
GLEASON, Sandi	Justice, YTG
HARTLING, Judy	Justice Canada
HERDES, Hans	Health and Social Services, YTG
JACKSON, Betsy	Council for Yukon Indians
KEHOE, Patrick	Health Canada
KEHOE, Maxine	Family & Children's Services, YTG
KRAHN, Terry	Justice, YTG
MORENCY, Carole	Justice Canada
PAYNE, Tom	RCMP, Whitehorse
PERRY, Christine	Justice, YTG
ROY, Nycole	Health Canada
SCHROEDER, Elaine	Family & Children's Services, YTG
SHEFFIELD, Anne	Family & Children's Services, YTG
SHIMKUS, Jody	Justice, YTG
SIM, Bill	Justice, YTG
SIMPSON, Doug	CPIC (RCMP)
ULLYETT, Tom	Justice, YTG
WALKER, John	Solicitor General Canada
WATERS, Joy	Justice, YTG

**ENHANCED SCREENING OF VOLUNTEERS IN CHILD SENSITIVE JOBS
NGO**

**Whitehorse, Yukon
Friday, June 10, 1994 - 1:30 to 4:30**

PARTICIPANTS	TITLE/AGENCY
CLARK, Margaret	Brighter Futures
FARYNOWSKI, Linda	Yukon Child Care Association
FRANK, Karen	Salvation Army
GLEASON, Sandi	Justice, YTG
GREEN, Joanne	Whitehorse Christian Ministerial Association
HOOVER, Jan	Block Parents
JACKSON, Betsy	Council for Yukon Indians
KLASSEN, Jane	Child Development Centre
LINKLATER, Clara	Yukon Women's Transition Home
MORENCY, Carole	Justice Canada
PASQUALI, Paula	Medical Services Branch, Health Canada
REGEHR, Wilfred	Salvation Army Addiction Resource Centre
ROY, Nycole	Health Canada
SIMPSON, Doug	CPIC (RCMP)
SMITH, Bev	Kwanlin Don First Nation
WALKER, John	Solicitor General Canada
WATERS, Joy	Justice, YTG
WILSON, Vicki	Yukon Association for Community Living

**PARTICIPANTS FOR REGINA CONSULTATION
EDMONTON, ALBERTA
Monday, June 20, 1994 - A.M.**

PARTICIPANTS	TITLE/AGENCY
ANDERSON, Bruce	Alberta Corrections
BECHTHOLD, Roger	Calgary Police Service
GREIG, George	CPIC (ALTA/NWT)
HOLLIDAY, Jane	Office for the Prevention of Family Violence
MORENCY, Carole	Justice Canada
OHRT, Gloria	Alberta Justice
PHANEUF, Gordon	Health Canada
SIMPSON, Doug	CPIC (RCMP)
URBAUER, Dan	Alberta Family & Social Services
WALKER, John	Solicitor General Canada
WILSON, Geoff	Edmonton Police

**NGO'S
PARTICIPANTS FOR REGINA CONSULTATION
EDMONTON, ALBERTA
Monday, June 20, 1994 - P.M.**

PARTICIPANTS	TITLE/AGENCY
ALEXANDER, Don	Children's Advocate
ALLARD, Deborah	Boys & Girls Club of Edmonton
BECHTHOLD, Roger	Calgary Police Service
BITAR, Sonia	Changing Together
BOYD, Karin	Alberta Family and Social Services
BREMNER, Ellen	Catholic Social Services
CHAPMAN, Arlene A.	Alberta Council of Women's Shelters
DOUGANS, Sue	RCMP, Westlock Victims Services Unit
GAGLIONE, Jacquie	Bissell Centre
GREIG, George	CPIC (ALTA/NWT)
HAFFNER, Greg	RCMP
HORNICK, Joseph	Canadian Research Institute for Law & the Family
KITURA, Greg	McMan Youth Services
LOCKWOOD, Alyson	Break the Cycle Foundation
MACDONALD, Lynn	Big Sisters/Brothers of Edmonton
MACNICHOL, Cynthia	Edmonton Women's Shelter
MARASCO, Ross	RCMP
MCCALDER, Nancy	The Family Centre
MORENCY, Carole	Justice Canada
OHRT, Gloria	Alberta Justice
PANGIMAN, Sharon	Volunteer Centre of Edmonton
PHANEUF, Gordon	Health Canada
ROMANIUK, Karen	Child Welfare Volunteer Program
SIMPSON, Doug	CPIC (RCMP)

PARTICIPANTS**STORIE, Arlene****URBAUER, Dan****VANN, Colin****WALKER, John****WILSON, Geoff****TITLE/AGENCY****The Family Centre****Alberta Family & Social Services****Edmonton Police Service****Solicitor General Canada****Edmonton Police Service**

**CONSULTATION WITH PROVINCIAL GOVERNMENT OFFICIALS
PARTICIPANTS FOR REGINA CONSULTATION
REGINA, SASKATCHEWAN
Tuesday, June 21, 1994 - A.M.**

PARTICIPANTS	TITLE/AGENCY
BLASH, Vern	Recreation Branch, Saskatoon Municipal Government
CHARLTON, Janice	Saskatchewan Education Training & Employment
EISENZIMMER, Mark	Regina Police Services
MACHIN, Myrna	Saskatchewan Social Services
MORENCY, Carole	Justice Canada
PHANEUF, Gordon	Health Canada
REID, Joyce	Saskatchewan Social Services
SAVAGE, Tom	Police Community Service
SCHULTZ, Bill	Saskatoon Police Service
SCHULZ, Marilyn	Saskatchewan Social Services
SIMPSON, Doug	CPIC (RCMP)
SNELL, Carol	Saskatchewan Justice
TOOGOOD, Ron	RCMP
TURNER, Jan	Saskatchewan Justice
TURNER, Clay	RCMP
WALKER, John	Solicitor General Canada
WILLIAMS, Brian	Saskatchewan Social Services

**NGO's MEETING
PARTICIPANTS FOR REGINA CONSULTATION
Tuesday, June 21, 1994 - P.M.**

PARTICIPANTS	TITLE/AGENCY
ADAMS, Larry	Scouts Canada
ADAMS, Becky	Provincial Partnership Committee on Family Violence
BAALIM, Arthur	Saskatoon Society for the Protection of Children
BRAND, Carol	Big Sisters of Regina
CARR, Elli	Saskatchewan Social Services/Child Day Care Division
EBERHARDT, Daryl	Provincial Partnership Committee on Family Violence
EXNER, Chris	Rainbow Youth Centre
GIEG, Brian	Regina Big Brothers Association
HETU, Susan	Mobile Crisis Services
HOGUE, Todd	Regina Mental Health
LAROQUE, Archie	Saskatchewan Social Services
LARSEN, Bob	Saskatchewan Social Services
LEACHMAN, Eileen	Girl Guides of Canada
LEE, John	Saskatchewan Sports Inc.
LYSACK, Monica	Regina Daycare Directors Inc.
MACHIN, Myrna	Saskatchewan Social Services
MATSON, Brenda	Regina Family YMCA
MORENCY, Carole	Justice Canada
PAPROSKI, Kim	Saskatchewan Foster Families Association
PHANEUF, Gordon	Health Canada
POTTAGE, Dennis	Regina Public School Board
REICH, Loreen	City of Regina
SAVAGE, Tom	Saskatchewan Justice

PARTICIPANTS**SCHMEGELSKY, Maggy****SÉGUIN, Claude****SHAW, Wendy****SIMPSON, Doug****SUTHERLAND, Colin****TOOGOOD, Ron****TURNER, Gham****WALKER, John****WILLIAMS, Brian****ZIMMERMAN, Pam****TITLE/AGENCY**

Saskatchewan Special Olympics

Saskatchewan Coach's Association

Family Violence Network

CPIC (RCMP)

Crisis Management Service

RCMP

CPIC Sask.

Solicitor General Canada

Saskatchewan Social Services

Saskatchewan Child Care Association

**CONSULTATION WITH PROVINCIAL GOVERNMENT OFFICIALS
PARTICIPANTS FOR WINNIPEG CONSULTATION
WINNIPEG, MANITOBA
Thursday, June 23, 1994 - A.M.**

PARTICIPANTS	TITLE/AGENCY
BROWNLEE, Alana	Winnipeg Child and Family Services
BUHEL, Christine	Department of Family Services
CHUDZIK, John	Department of Family Services
CLEARY, Mike	CPIC - MAN/SASK
FERGUSON, Charles A.	Child Protection Centre (Children's Hospital)
GUILFOYLE, John	Department of Health
HANSEN, Allan	Department of Family Services
HESS, John	RCMP
MARKESTEYN, Dr. Peter H.	Chief Medical Examiner
MITCHELL, Mel	RCMP
MORENCY, Carole	Justice Canada
PARKER, Robin	Child Abuse Unit, Winnipeg Police
PHANEUF, Gordon	Health Canada
REID, Kathy	Department of Family Services
REMPEL, Gisela	Department of Family Services
SIMPSON, Doug	CPIC (RCMP)
THIESSEN, A. Ben	Manitoba Corrections
WALKER, John	Solicitor General Canada
WHITLEY, Stuart	Manitoba Justice
ZUBRYCKI, Richard	Solicitor General Canada

**CONSULTATION WITH PROVINCIAL GOVERNMENT OFFICIALS
PARTICIPANTS FOR WINNIPEG CONSULTATION
WINNIPEG, MANITOBA
Thursday, June 23, 1994 - P.M.**

PARTICIPANTS	TITLE/AGENCY
BAKKEN, Jim	Department of Family Services
CHUDZIK, John	Department of Family Services
CLEARY, Mike	CPIC - MAN/SASK
COHEN, Maurene	Jewish Child and Family Services
COURT, Carmen	Winnserv Inc.
DANYLYSHEN, Norma	Winnipeg Police
DAVIDSON, Liane	Big Sisters Association
FULTON, Lynda	Child Abuse Registry
GARDNER, Vera	Big Sisters
HARRISON, Kathy	Day Care Volunteer
HUTT, Valerie	Manitoba Youth Centre
MC GILLIVROY, Anne	University of Manitoba
MORENCY, Carole	Justice Canada
MURPHY, Stephen	Marymound
PHANEUF, Gordon	Health Canada
POPOFF, Heather	Boys and Girls Club
SIMPSON, Doug	CPIC (RCMP)
SOLILAK, Larry	Winnipeg Police - CPIC
THIESSEN, A. Ben	Manitoba Corrections
TISCHER, Ortwin	Big Brothers Association
VAN HAUTE, Ben	Department of Family Services
WALKER, John	Solicitor General Canada
ZIMMERMAN, Dawn	Big Sisters Association
ZUBRYCKI, Richard	Solicitor General Canada

CONSULTATION WITH PROVINCIAL OFFICIALS
St. John's, Newfoundland
Friday, July 8, 1994 - 09:00 to 12:00

PARTICIPANTS	TITLE/AGENCY
ALCOCK, R.T.	Justice
AYRIS, Jeff	CPIC, NFLD & Lab.
BYRNE, Renée	Victim Services
CRAWFORD, Elizabeth	Department of Social Services
DAVIS, Barbara	Justice
ENGLISH, Nora	Department of Social Services
EVANS, Denise	Department of Social Services
FUREY, Brian F.	Justice
HYDE, Doug	RCMP
JOHNSTON, Robert	Royal Newfoundland Constabulary
KENNY, Craig	Royal Newfoundland Constabulary
MC NUTT, Marvin	Justice, Adult Corrections
MC CORMACK, Marilyn	Department of Social Services
MORENCY, Carole	Justice Canada
PHANEUF, Gordon	Health Canada
POWER, Leonard	Royal Newfoundland Constabulary
PURCELL, Bryan	Department of Social Services
RING, Ed	Justice
RONEY, Al	RCMP
ROY, Nycole	Health Canada
RYAN, Sean	Royal Newfoundland Constabulary
SHANNAHAN, Robert	Royal Newfoundland Constabulary
SIMPSON, Doug	CPIC (RCMP)
WALKER, John	Solicitor General Canada
WHITTEN, Cathy	Department of Social Services

**CONSULTATION WITH REPRESENTATIVES OF
NON-GOVERNMENT ORGANIZATIONS**

**St. John's, Newfoundland
Friday, July 8, 1994 - 1:30 to 4:30**

PARTICIPANTS	TITLE/AGENCY
ANONSEN, Kay	Provincial Advisory Council, Status of Women
AYRIS, Jeff	CPIC, Nfld. & Lab.
BABB, Bill	Trinity-Conception Child Protection Team
BUTLER, Joan	Nfld.& Lab. Foster Families Association
BROWN, Lesley-Ann	Big Brothers/Big Sisters
BUCMAN, Myra	Canadian Mental Health Association
CARTER, Jean	Hope Foundation for Youth
COOPER, Bruce	Nfld.& Lab. Assoc.of Social Workers
COSTARD, Marg	Newfoundland Association for Community Living
DAY, David	Lawyer
FOLEY, Ed	Big Brothers/Big Sisters
HINDY, Lynn	Sport Newfoundland & Labrador
KAVANAUGH, Frank	Scouts Canada
KELLY, Denise	Junior Achievement of Eastern Newfoundland
LANE, Gary	Big Brothers/Big Sisters
LEBLANC, Cathy	Community Services Council
MEADUS, Rose	St.John's YMCA-YWCA
MILLEY, Gary	Newfoundland & Labrador Parks & Recreation Association
MORENCY, Carole	Justice Canada
MORRIS, Anne	Newfoundland Amateur Baseball Association & Community Services Council
PECKFORD, Janet	Big Brothers/Big Sisters
PHANEUF, Gordon	Health Canada
ROWE, William	Memorial University
ROY, Nycole	Health Canada

PARTICIPANTS**TITLE/AGENCY****SIMPSON, Doug****CPIC (RCMP)****SPARKES, Cal****Newfoundland & Labrador Camping Association****TEMPLETON, Susan****Teachers on Wheels****WALKER, John****Solicitor General Canada****WHITTEN, Cathy****Department of Social Services****WILLIAMS, Wendy****Provincial Advisory Council, Status of Women**

CONSULTATION WITH PROVINCIAL OFFICIALS

Halifax, Nova Scotia

Tuesday, July 12, 1994 - 09:00 to 11:30

PARTICIPANTS	TITLE/AGENCY
BURRIS, Debra	Department of Community Services
CLARE, Larry	Halifax Police Department
HUGHES, Judy	Family Violence Prevention Initiative
MEDJUCK, Shulamith	Department of Community Services
MORENCY, Carole	Justice Canada
NASH, Mike	RCMP
NIEDERMAYER, Judge.	Family Court
PERRY, Carlos	CPIC, N.S. - P.E.I.
PHANEUF, Gordon	Health Canada
PICCOTT, Kathy	Nova Scotia Hospital/McKay Children's Unit
POTTS, Susan	Department of Justice
ROY, Nycole	Health Canada
SAVOURY, George	Department of Community Services
SIMON, Paula	Department of Justice
SIMPSON, Doug	CPIC (RCMP)
SMITH, George	Department of Justice
STEELE, Corinne	N.S. Hospital Children's Programs
WALKER, John	Solicitor General Canada
WATERS, Kit	Department of Justice

**CONSULTATION WITH REPRESENTATIVES OF
NON-GOVERNMENT ORGANIZATIONS**

Halifax, Nova Scotia

Tuesday, July 12, 1994 - 1:30 to 3:30

PARTICIPANTS	TITLE/AGENCY
BEATON, Peggy	Atlantic Child Guidance
BUCKOSKI, Debbie	Sport Nova Scotia
BURRIS, Debra	Department of Community Services
DUNN, Cindy	Volunteer Coordinator
HASLEY, Gerald	N.S. Hospital (Patient Rep)
HITCHCOCK, Pauline	Youth Volunteer Centre
HORSMAN, Judy	Operation Go Home, Halifax
MC CREADY, Carol	I. W. K. Hospital for Children
MC MORRAN, Jim	Scouts Canada
MEISNER, Michelle	Big Brothers/Big Sisters
MORENCY, Carole	Justice Canada
O'BRIEN, Sherry	Colchester Sexual Abuse Centre
PERRY, Carlos	CPIC, N.S. - P.E.I.
PHANEUF, Gordon	Health Canada
PEERS, Marilyn	Children's Aid Society of Halifax
ROBINSON-DEXTER, Jean	Recreation Association of Nova Scotia
ROFUSE, Chris	St. Joseph's Children's Centre
ROY, Nycole	Health Canada
SHAUNWHITE, Johanna	Volunteer Resource Centre
SIMPSON, Doug	CPIC (RCMP)
SMITH, George	Department of Justice
STEVENS, Brian	Children's Aid Society of Halifax
SUMARAH, Jackie	Nova Scotia Family & Child Welfare Association
WALKER, John	Solicitor General Canada

CONSULTATION WITH PROVINCIAL OFFICIALS

Fredericton, New Brunswick

July 14, 1994, 09:00 to 12:00

PARTICIPANTS	TITLE/AGENCY
BEATON, Mary Beth	Department of Justice
BOUDREAU, Michael	Dept. of M.C.& H.
CHAISSON, Ali	Solicitor General Canada, Atlantic Regional Office
CLIFFORD, Jay	Department of the Solicitor General
CONNELL, Mariette	Department Health & Community Services
COPP, Daniel	Fredericton Police
CORMIER, Bernard	Solicitor General Canada, Atlantic Regional Office
DAVIS, Cynthia	Department of Justice
DINGWALL, Alex	Department of Education
DUBÉ, Norma	Human Resources Development, New Brunswick
FENETY, Joan	Department of Health & Community Services
FINN, Jes	Human Resources Development, New Brunswick
GRIFFITHS, Brian	RCMP
HAINES, Bob	Fredericton Police Force
HALL, Dave	CPIC - N.B.
HALLETT, Sharon	Department of Health & Community Services
HAND, Frank	Department of Health & community Services
HENHHERLY, Mary	Department of the Solicitor General
HORNYABE, Michael	Department of the Solicitor General
MAC DONALD, Greg	New Brunswick Mental Health Comm.
MACKIN, Brian	Department of the Solicitor General
MILLER, Karen	RCMP
MILLER, Peter	RCMP
MORENCY, Carole	Justice Canada

PARTICIPANTS**TITLE/AGENCY****NAISH, Doug**

Department of the Solicitor General

OWEN, Bonita

Department of Health & Community Services

PHANEUF, Gordon

Health Canada

ROY, Nycole

Health Canada

SAVOIE, Claudette

Department of Health & Community Services

SIMPSON, Doug

CPIC (RCMP)

THERIAULT, Jeffre

Department of the Solicitor General

THOMAS, Brenda

Department of the Solicitor General

WALKER, John

Solicitor General Canada

WISHART, BarryMunicipalities, Culture & Housing, Sport &
Recreation**WOODS, Marcelle**

Department of Health & Community Services

**CONSULTATION WITH REPRESENTATIVES OF
NON-GOVERNMENT ORGANIZATIONS**

Fredericton, New Brunswick

July 14, 1994, 1:30 to 4:30

PARTICIPANTS	TITLE/AGENCY
CHAISSON, Ali	Solicitor General Canada, Atlantic Regional Office
COOPER, Debbie	Boys & Girls Clubs
CORMIER, Bernard	Solicitor General Canada, Atlantic Regional Office
COUGHLIN-DOIRON, Brenda	Moncton, Volunteer Centre
DAVIS, Cynthia	New Brunswick Department of Justice
FENETY, Joan	Department of Health & Community Services
FILLMORE, Brian	Saint John Police
HALL, Dave	CPIC, N.B.
MORENCY, Carole	Justice Canada
NIND, Susan	St. Thomas University
PHANEUF, Gordon	Health Canada
ROY, Nycole	Health Canada
ROY, Thelma	Moncton, Volunteer Centre
SIMPSON, Doug	CPIC (RCMP)
THERIAULT, Jeffre	Department of the Solicitor General
THOMAS, Brenda	Department of the Solicitor General
WALKER, John	Solicitor General Canada

**CONSULTATION WITH PROVINCIAL OFFICIALS AND REPRESENTATIVES
FROM NON-GOVERNMENT ORGANIZATIONS**

Charlottetown, P.E.I.

Friday, July 15, 1994 - 09:00 to 11:30

PARTICIPANTS	TITLE/AGENCY
ALBERT, Bob	Department of Health & Community Services
ARBING, Phil	Community & Correctional Services
ARSENAULT, Barry	Summerside Police
BIRCH, Donna	CSA Project/PEI Health & Social Services
BREBAUT, Lyle	Sexual Assault Centre
CAIRNS BURKE, Jennifer	Boys & Girls Club
CALLEGHAN, Rick	Department of Health & Social Services
CURLEY, Allan	Community & Correctional Services
INGS, Joanne	Transition House Association
KEENAN DOYLE, Marie	Health & Social Services
MOORE, Valerie	Crown Attorney's Office
MORENCY, Carole	Justice Canada
OSTRIDGE, Mel	Department of Education
PHANEUF, Gordon	Health Canada
PICKETTS, John	PEI Youth Centre, Community & Correctional Services
PUSHKA, Wayne	RCMP
ROY, Nycole	Health Canada
SIMPSON, Doug	CPIC (RCMP)
STANLEY, Ron	Health & Community Services
WALKER, John	Solicitor General Canada

CONSULTATION - QUÉBEC
LE 27 JUILLET 1994 l'après-midi
Hôtel Germain des Prés
1200 avenue Germain des Prés, Ste-Foy (Québec)

PARTICIPANTS

CARTER, Anne Lyne

DE BILLY, Anne

GENDRON, Raynald

GÉNÉREUX, Pierre

LACROIX, Gabriel

LEGENDRE, Bruno

LEMIEUX, Diane

LIMBERRY, Patricia

MANSEAU, Jean

MAROIS, Andre

MATHIEU, Stephen

MERCIER, Roger

MERCIER, Guy

MORENCY, Carole

ROY, Nycole

SAUVÉ, Judith

SIMPSON, Doug

SIROIS, Jean Yves

TARDIF, Brigitte

THÉRIAULT, Guy

MINISTERES/ORGANISMES

Conseillère - Ministère de la Sécurité publique
(Québec)

Conseil exécutif - Secrétariat à la Condition
féminine

Sécurité publique Dir Affaires policières

S.P.C.U.M

CIPC - Province de Québec

Sécurité publique (Québec)

Présidente - Groupe de travail sur les agresions à
caractère sexuel

Justice Canada

Sûreté du Québec

Sécurité publique (Direction de la détention)

Direction des affaires fédérales-provinciales
M.S.S.S./Québec

O/R Services de vérif. du CIPC

Chargé de projets - Service des programmes
Enfance-Jeunesse-Famille M.S.S.S./Québec

Justice Canada

Santé Canada

Direction générale des affaires juridiques ministère
de la Justice

CIPC

Sûreté du Québec

Sécurité publique (Québec)

Conseiller - Sûreté du Québec

CONSULTATION - QUÉBEC
LE 28 JUILLET 1994 le matin
Hôtel Germain des Prés
1200 avenue Germain des Prés, Ste-Foy (Québec)

PARTICIPANTS

MINISTERES/ORGANISMES

BÉDARD, France	La Jonction, extension des C.E.C.
BELLERARE, Daniel	Maison Radisson Inc.
CANUEL PEARSON, Carmen	Maison Painchaud
DODDRIDGE, Lynda	YWCA QUÉBEC
JOLICOEUR, Marie	YWCA QUÉBEC
LACROIX, Gabriel	CIPC - Province du Québec
LEGENDRE, Bruno	Sécurité Publique (Québec)
LIMBERRY, Patricia	Justice Canada
MARCHAND, Michel	Ligue des Droits et Libertés
MERCIER, Roger	M.S.S.S./Québec
MORENCY, Carole	Justice Canada
PERRON, Lise	Maison Painchaud
ROY, Nycole	Santé Canada
SIMPSON, Doug	CPIC
TREMBLAY, Andre	MAM-DLPJ - Ass. des camps
VALLÉE, Johanne	Ass. des services de réhabilitation sociale du Québec
WALKER, John	Solicitor General Canada

PARTICIPANTS**TURMEL, Jean****WALKER, John****MINISTERES/ORGANISMES****Substitut en chef du Procureur général -
Ministère de la Justice Québec)****Solicitor General Canada**

CONSULTATION WITH TERRITORIAL OFFICIALS
Yellowknife, N.W.T.
Thursday, August 4, 1994 - 9:00 TO 12:00

PARTICIPANTS	TITLE/AGENCY
CORVARI, Gina	N.W.T. Education, Culture & Employment
HARVEY, Bud	Justice N.W.T.
HURRELL, Marilyn	N.W.T. Health & Social Services
MORENCY, Carole	Justice Canada
O'ROURKE, Robert	N.W.T. Health & Social Services
PHANEUF, Gordon	Health Canada
REEVES, Darin	Justice N.W.T.
SIMPSON, Doug	CPIC (RCMP)
SUTTON, Gerry	Justice N.W.T.
WALKER, John	Solicitor General Canada
WILLIAMS, Tom	Department of Personnel

**CONSULTATION WITH REPRESENTATIVES OF
NON-GOVERNMENT ORGANIZATIONS
Yellowknife, N.W.T.
Thursday, August 4, 1994 - P.M.**

PARTICIPANTS	TITLE/AGENCY
BARDAK, Lydia	N.W.T. Council for Disabled Persons
BENYK, Pearl	Arctic Public Legal Education & Information Society
BOND, Barb	N.W.T. Council for Disabled Persons
BROOKS, Lynn	Status of Women, N.W.T.
CARDINAL, Dina	Dene Nation
HACHE, Arlene	Yukon Women's Centre
HAY, Robert	N.W.T. Justice
KEEFE, Terry	Board of Education, Yellowknife
LATOUR, Rebecca	YMCA
MORENCY, Carole	Justice Canada
O'ROURKE, Robert	N.W.T. Health & Social Services
PHANEUF, Gordon	Health Canada
SCHOECK, Jennifer	N.W.T. Family Services
SIMPSON, Doug	CPIC (RCMP)
WALKER, John	Solicitor General Canada
YURRIS, Kathy	Girl Guides



Consultation Session Agenda

C) Consultation Session Agenda

Morning: Meet with Prov. govt. (AG, SG, Soc. Ser.), police;

Discussion on immediate enhancements to CPIC relating to volunteer and employee screening (Fed. Sol. Gen./ RCMP), and long term child sexual abuse information sharing (Health).

Intro. to the Issues (Health, Sol. Gen./RCMP, Justice):

- Overview of discussion paper - Health;
- Current Activities - Health, Sol. Gen./ RCMP, Justice;
- Roundtable on current provincial govt. and policing activities;
- Enhancements to CPIC - Sol. Gen./ RCMP;
- Future enhanced child sexual abuse information sharing system - Health;
- Summary, next steps - Health, Sol. Gen./ RCMP.

Afternoon: Meet with non-government organizations (NGOs) (volunteer bureaux, sports assoc, Big Brothers and Sisters, Boy Scouts and Girl Guides, E. Fry, JHS, legal professionals, etc), police. (Prov. govt as observers);

Discussions primarily on enhancements to CPIC.

- Intro to the Issues (Sol. Gen./RCMP):
- Overview of Federal govt. activities - Sol. Gen./ RCMP, Health, Justice;
- Roundtable on current non-government organizations and policing activities;
- Proposals for enhancements to CPIC
- Sol. Gen./ RCMP;
- General discussion of need for enhanced child abuse information sharing
- Health;
- Summary, next steps - Sol. Gen./ RCMP, Health.

CPIC Policy Changes

D) **CPIC Policy Changes**

The CPIC Reference Manual will stipulate each entry is to incorporate all known personal descriptors and related information for the persons entered and the age and sex of the victim.

- 1) **CPIC Agencies enter all sex related and family violence charges on CPIC in the "Charged" category.**

This ability exists on CPIC as an option. Upon the approval of the CPIC A/C wording would be added to the CPIC R/M identifying the requirement to input this information on all persons who have been charged with a sex offence or a charge respecting family violence. In this manner, knowledge of the charge would be available for consideration during a screening process.

No software changes are required immediately to the CPIC system. This would be a "policy" change reflected in the CPIC R/M and software changes can be accommodated later.

- 2) **CPIC Agencies enter all relevant information for Summary Conviction offences relating to child sex offences and family violence in the Special Interest (SIP) Category including any notice of a "Publication Ban".**

This ability exists on CPIC as an option. To add an entry to this category the requirement is that the individual be "known to be dangerous to...persons". The conviction of an individual for a sex offence, albeit a summary conviction offence, qualifies that person for entry into this category. An entry of a person in this category would "fill the void" created as a result of no fingerprints having been taken, thus no record in the Identification Data Bank. The addition of this information would make it available to the law enforcement community and it would be retained on the system at the discretion of the CPIC agency head, subject to regular review and re-authorization.

No changes are required immediately to the CPIC system. This would be a "policy" change reflected in the CPIC R/M and software changes can be accommodated later.

- 3) **CPIC Agencies enter information into the Surveillance Category for sex offences and family violence matters investigated but for which a decision has been made to not prosecute.**

This ability exists on CPIC as an option. To add an entry to this category a requirement is that the CPIC agency is unable to prosecute. The inability to prosecute an individual for a sex offence, e.g. victim and primary witness is pre-verbal, medical advice is that a court process would be traumatizing to the child victim, would qualify a person for entry into this category. An entry of a person into this category,

supplemented by additional detail, would make the information available to the police community and retained on the system at the discretion of the CPIC agency head, subject to regular review and re-authorization. This type of situation was brought to the attention of the Inter-departmental work group by both child protection agencies and crown prosecutors.

No changes are required immediately to the CPIC system. This would be a "policy" change reflected in the CPIC R/M and software changes can be accommodated later.

- 4) **CPIC Agencies review Section 810.1 CC Orders, upon their expiration, with a view to re-entering into the Special Interest Category.**

Section 810.1 was added to the Criminal Code, August 1, 1993. The Section provides for the issuance of a Peace Bond in situations where a person fears that another person will commit a sexual offence against a child. Adoption of the proposal in this instance, at the expiration of the Peace Bond, would require that the CPIC agency review the CPIC entry which was placed on the system by virtue of the issuance of the Peace Bond and make a determination if the information should be re-entered and maintained in the SIP category.

No changes are required immediately to the CPIC system. This would be a "policy" change reflected in the CPIC R/M and software changes can be accommodated later.

- 5) **CPIC Agencies query both the Identification and Investigative data banks when screening person for positions working with children.**

In light of the additional information being placed on CPIC relative to child sex abuse and family violence, the CPIC R/M would instruct all agencies to check both the Identification and Investigative Data Banks when conducting screenings.

No changes are required to the CPIC system. This would be a "policy" change reflected in the CPIC R/M.

- 6) **CPIC Agencies identify on forms C.216 any "sex" related offences, adult or child victim, or family violence cases irrespective of the actual charge and of any court imposed "Publication Ban". Information & Identification Services to "flag" all such offences identified and identify the existence of the "Publication Ban".**

This motion accommodates situations that result from "plea bargaining", convictions on a lesser charge and instances where the police know that the offence was "sex related" but charges for a sex offence were not possible; e.g. a person charged with B&E as a result of breaking into a residence and laying on top of the bed while the child occupant of the bed was asleep and not molested.

As a result of courts imposing increasing numbers of Publication Bans to protect victims, the question has been raised as to whether the release of that information for non-law enforcement (e.g. screening) purposes would contravene the Ban. This question is being addressed by Justice Canada; however, it is believed necessary that the notice of a Publication Ban be made available, in the Identification Data Bank. This would allow the police community to appropriately disseminate the information. The current belief is that returning the information to the individual him/herself would not constitute "publication" and therefore not violate a court imposed ban. It is hoped that the release of information covered by a Publication Ban to the law enforcement community, in comparison to the police community, will also be addressed in the opinion received from Justice Canada.

No changes are required to the CPIC system. This would be a "policy" change reflected in the CPIC R/M software changes would be required to the Identification Data Bank.

7) **CPIC Agencies be requested to fingerprint all persons charged for a sex offence which can proceed by dual procedure.**

This cannot be a policy requirement imposed upon CPIC agencies; however, it can be incorporated within the CPIC R/M as a recommendation to all agencies. In addition, the assistance of the appropriate provincial and territorial departments has been requested to have the practice implemented within their jurisdiction.

No changes are required to the CPIC system. This would be a change reflected in the CPIC R/M.



A “Best Practice” Screening Model

E) A "Best Practice" Screening Model

During consultations information about how screenings were currently being done effectively in various locations was collected and shared in all jurisdictions. Based on these examples of "best practice", a generic model can be described. It combines positive attributes of various approaches but at a minimum would have a number of essential elements.

The elements of such a model are described below. They are provided as an example which could be used as a starting point, which local groups and police can adapt to develop their own process to best respond to the needs of their communities for screening. The model is intended for illustrative purposes only and is not intended as a prescribed or exclusive option.

Such an idealized screening process would be police-centred at the local community level, combining enhanced federal CPIC information with local police/ NGO cooperative screening. The entire criminal record would be provided.

Elements of the Screening Process

- The volunteer organization would first determine what types of offences and what time frame would be cause for refusing the services of a volunteer or would be grounds for a dismissal, e.g. the relevancy of a shop-lifting offence committed 15 years earlier; as compared with serious violent offences against children any time.
- A "job description" would be developed which would identify the expected involvement of a volunteer with youth, e.g. a member of the Board of Directors, a member conducting the meetings with the children/youth, and the possibility of the volunteer driving the youth to/from an activity.
- Based on the "job description" the organization would conduct a risk analysis and initiate the screening process for those positions which would have direct contact with children.
- When a volunteer offers his/her service, the organization should interview the person to ensure they realize that a screening will occur and that a police records check will form part of that screening.
- The organization should also request that the applicant supply character references and the organization should contact these references to determine suitability. The results of all these checks would form part of a follow-up interview of the applicant by the organization.

- In addition to an initial screening, the organization should also have policy in place for the routine updating of the screenings, again based on risk analysis. It could be that an agency "Director" might only be screened once every 5 years; however, a volunteer with direct contact with youth might be screened every 1 or 2 years, or more frequently.
- Local police services would work with local volunteer agencies and employers, ideally through a memorandum of understanding ("MOU") (see figure 1, following) outlining their respective obligations in providing and seeking a criminal records check (including for example, the type of screening response to be released by the police; an accepted consent to disclosure form; to whom the response would be released; and the obligations of the volunteer agency/employer to protect the privacy of the volunteer/employee by implementing records maintenance procedures).
- An individual seeking a child sensitive position and who has been accepted as a successful candidate for the position, would be required to sign a consent to disclosure form provided to him/her by the volunteer agency/employer (see figure 2, following) and would personally take it to the local police agency and provide appropriate identification (including photo ID). The police would then conduct an enhanced federal CPIC and local police data base check. (see figure 3 for CPIC screen facsimile)
- Police would then release a written response to the individual indicating that based on the information provided, the individual does not have a criminal record or, that the individual may have a criminal record and verification can only be provided through a fingerprint search. (see figure 4, following) It should be noted that, as an alternative, some police services choose to return the screening report directly to the agency where the applicant is seeking paid or volunteer employment. However, YOA records and other local police arrest and investigative information may not be able to be released directly to third parties.
- An individual who is given a positive response may show it to the volunteer agency/employer. Based on current information, an individual who is given an unfavourable response will likely weed himself out because he knows that a fingerprint search will disclose a record for an offence which would be relevant to the position sought.
- Alternatively, the individual will deny having a criminal record or will wish a summary of the record if it is not relevant to the job in question. The individual will submit to a fingerprint search. The fingerprint search will then provide verification. If a criminal record is disclosed, the individual may request a summary document (see figure 5, following) and discuss it with the agency/employer on the basis that the record is not relevant to the position sought (for example, a ten-year old conviction for theft under is not likely to be relevant to a position involving access to children).

- Those communities currently using this approach to carry out screenings believe that there are several advantages to such a model:
 - The police do not expurgate the criminal record and would not, therefore, be exposed to subsequent accusations that they did not disclose certain convictions that the particular volunteer agency would have considered relevant;
 - disclosure of the record to the individual himself/herself does not constitute "publication" and does not raise privacy concerns because the information does not go directly to the volunteer agency/employer and limits opportunities for inappropriate use of the information by the volunteer agency/employer;
 - disclosure of the record to the individual would allow a young offender, seeking a child sensitive position, to obtain disclosure of his/her young offenders record in accordance with the Young Offenders Act;
 - the expense of a fingerprint search is only incurred by the individual or volunteer agency/employer at the "second" level of screening if the initial police criminal records check indicates a possible record;
 - it promotes community policing and encourages volunteer agencies/employers to develop comprehensive screening and continuing supervision policies, of which police criminal records checks are but one component, in consultation with local police agencies; and
 - it avoids delays in obtaining the results of criminal records checks that would necessarily result with the implementation of a "central" clearinghouse for the entire country.

FIGURE 1

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made in duplicate this date _____, 1994.

BETWEEN:

_____ (hereinafter called the "Police")

- and -

_____ (hereinafter called the "Agency")

A. AUTHORITY FOR DISCLOSURE OF INFORMATION

Disclosure of information under this Memorandum of Understanding (the "Memorandum") is authorized pursuant to the Municipal Freedom of Information and Protection of Privacy Act, is subject to the provisions of that statute or any other legislation that governs the dissemination or disclosure of information in the custody or control of the police.

B. PURPOSE

The purpose of this Memorandum is to set out terms and conditions for the disclosure of information by the Police to the Agency. Any disclosure of information pursuant to this Memorandum shall be only for the following purposes:

- (a)
- (b)
- (c)
- (d)

C. PROCEDURE FOR REQUEST BY AGENCY

A request by the Agency for disclosure of information shall be made in accordance with the following procedure:

- (a) a request will be made in writing by _____ (name of Agency) to the Chief of Police (or other designated person) and set out the reasons for the request and explain how the disclosure of information is relevant for the purpose(s) set out in section B of this Memorandum:
- (b) the Chief of Police (or other designated person) will supply in writing the requested information to the applicant on a form provided by the agency. This form to be approved by the police.

D. ROLES AND RESPONSIBILITIES

The Agency will:

- (a) have or obtain an understanding of the implications of the HUMAN RIGHTS CODE as it applies to hiring/approving volunteers. It shall have a clear view of what information might constitute a "bona fide" reason for refusing to hire an applicant or volunteer.
- (b) provide, on its application form, or with the application form, a statement that the individual must agree to participate in a screening process, and further it must clearly define the classes of information which will be provided within this process. The form must be signed and presented to the police.
- (c) ensure the applicant understands the classes of information referred to in (b) and consents to the process in writing.
- (d) guarantee the information will only be used for the purpose provided and will not be disseminated to any other person or agency.
- (e) understand the police are providing the information as a service to the agency, and is in no way commenting on the suitability of the person for the position being sought.
- (f) advise the applicant or volunteer that the presence of information provided by police may not necessarily mean a disqualification from the position.

- (g) understand the police are providing information based upon personal descriptors provided and cannot guarantee the screening process provides all details concerning the individual.
- (h) agree to screen only the selected candidate or volunteer, not all applicants. Employment can be granted, on an interim basis, subject to the results of the screening process.

The police will provide:

Nationally Available Information:

- (a) Criminal Record - adult.
- (b) Criminal Record - young person (if permitted under the Young Offenders Act).
- (c) Records of "not guilty by reason of mental competence".
- (d) Pending charges under federal statutes.

Regionally, OMPPAC User, or Locally Available Data:

- (e) Pending charges under the Child and Family Services Act.
- (f) Record(s) of convictions for offenses under the Child and Family Services Act.
- (g) Records(s) of Civil Findings with respect to Abuse of Children. (Note - This data may not exist at all in police files).

D.1. The Police will:

- (a) provide information to the applicant as per this signed agreement.
- (b) ensure the person is the subject of the information.
- (c) ensure the person understands the information that is provided about him or her.
- (d) advise the person that the information provided does not necessarily mean that he or she will be disqualified from the position by the agency

E. USE AND CONTROL OF INFORMATION BY AGENCY

In consideration for the disclosure of the information by the police, if the agency retains information, the agency agrees to the following conditions for the use and control of such information:

- (a) any dissemination or disclosure of the information shall be only for the purpose(s) of this Memorandum.
- (b) the information supplied will not be altered in any manner.
- (c) the information shall be destroyed (shredded/mulched) after use or maintained in such a manner to prevent unauthorized access.
- (d) there shall be no dissemination or disclosure of the information to any other agency, body or organization.

F. TERMINATION FOR BREACH OF MEMORANDUM

The Police may terminate this Memorandum at any time in the event of a breach of security for the improper storage, dissemination or use of the information or a failure to comply with any of the provisions of this Memorandum. The question of whether a breach has occurred is exclusively within the discretion of the Chief of Police whose determination is final.

G. AMENDMENT TO MEMORANDUM

This agreement may be amended at any time by the mutual consent of the parties through an exchange of letters between the parties to this Memorandum.

H. TERM OF MEMORANDUM

This Memorandum shall come into force on the date of its final execution and shall remain in effect until terminated by either party.

I. NOTICE

Any correspondence, request, notice, or report to be given or made pursuant to this Memorandum shall be made in writing and addressed to each party as follows:

- (a) in the case of the Police:

- (b) in the case of the Agency:

J. WAIVER

No action or failure to act by the Police shall constitute a waiver of any right afforded to the Police under this Memorandum nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

K. INDEMNITY

- (a) The Agency shall indemnify the Police from all claims, losses, damages, demands and expenses arising directly or indirectly out of the provisions or use of information pursuant to this Memorandum provided the claim, loss, damage, demand or expense was not caused by the wilful misconduct, fault or negligent act or omission of the Police.
- (b) The provisions of this section shall survive the termination of the Memorandum for any reason whatsoever.

The undersigned, on behalf of _____ hereby acknowledges and accepts the
aforementioned conditions set by the _____ Police in this Memorandum of
Understanding.

DATE: _____

SIGNATURE: _____
(name of Agency)

WITNESS: _____

DATE: _____

SIGNATURE: _____
(name of Police)

WITNESS: _____



FIGURE 2

Hamilton-Wentworth Regional Police

CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

(PLEASE PRINT)

SURNAME					GIVEN NAMES					
MAIDEN NAME (IF APPLICABLE)										
D O B	Y	Y	M	M	D	D	SEX	AREA	TELEPHONE (RES.)	DRIVER'S LICENCE NUMBER
NUMBER		STREET			APT./UNIT			MUNICIPALITY		POSTAL CODE

(PROVIDE PREVIOUS ADDRESS IF YOU DID NOT RESIDE AT THE ABOVE ADDRESS FOR MORE THAN FIVE YEARS)

NUMBER	STREET	APT./UNIT	MUNICIPALITY	POSTAL CODE
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I HEREBY AUTHORIZE THE HAMILTON-WENTWORTH REGIONAL POLICE FORCE TO RELEASE TO:

NAME OF ORGANIZATION				
NUMBER	STREET	APT./UNIT	MUNICIPALITY	POSTAL CODE

ANY INFORMATION PERTAINING TO ME, INCLUDING RECORDS OF CONVICTION, THAT MAY BE CONTAINED IN THE RECORDS OF THE HAMILTON-WENTWORTH REGIONAL POLICE FORCE, OR SPECIFICALLY:

WAIVER AND RELEASE:

I HEREBY RELEASE AND FOREVER DISCHARGE THE HAMILTON-WENTWORTH REGIONAL POLICE, ITS AGENTS AND ASSIGNS, AND ALL OFFICERS OF THE SAID FORCE, FROM ANY AND ALL ACTIONS, CAUSES OF ACTIONS, CLAIMS AND DEMANDS FOR DAMAGES, LOSS OR INJURY, HOWSOEVER ARISING, WHICH MAY HEREAFTER BE SUSTAINED BY MYSELF, AND WAIVE ALL RIGHTS THERETO.

WHERE REQUIRED FOR LICENCING APPLICATION PURPOSES, I HEREBY AUTHORIZE THE AUTHORITY OF THIS DOCUMENT TO BE VALID FOR A PERIOD OF **SIX MONTHS** FROM THIS DATE:

SIGNED THIS _____ DAY OF _____ 19 ____

SIGNATURE OF APPLICANT

SIGNATURE, ORGANIZATION WITNESS

FOR POLICE USE ONLY:

DISPOSITION: CLERK #	Y	Y	M	M	D	D	COPIED AND RETURNED	Y	Y	M	M	D	D
----------------------	---	---	---	---	---	---	---------------------	---	---	---	---	---	---

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1980 and will be used to disclose personal information, only to the person or agency so designated by the written consent of the applicant. Questions about this collection should be directed to the Attention of the Records Section Supervisor, Hamilton-Wentworth Regional Police, P.O. Box 1060, LCD 1, Hamilton, Ontario L8N 4C1. (905) 546-4767.

Hamilton-Wentworth Regional Police

CONSENT TO DISCLOSURE CHECK LIST

CHECK ITEMS AS INDICATED	NEGATIVE	PRINTOUT ATTACHED	ADDITIONAL CHECKS / REQUESTS
<input checked="" type="checkbox"/> CONSTABLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MAKE COPIES OF OCCURRENCES ON MICROFILM WHERE APPLICANT IS SUSPECT OR ACCUSED. <input type="checkbox"/> MAKE PHOTOCOPIES OF ORIGINAL OCCURRENCES WHERE APPLICANT IS SUSPECT OR ACCUSED. <input type="checkbox"/> ATTACH ORIGINAL COPIES OF OCCURRENCES WHERE APPLICANT IS SUSPECT OR ACCUSED. <input type="checkbox"/> PROVIDE ONLY THE INFORMATION AS REQUESTED ON THE "OR SPECIFICALLY" LINE ON THE FORM. WHEN THE ONLY STAMP REQUIRED ON THE APPLICATION WILL BE THE "NO CRIMINAL RECORD IDENTIFIED" STAMP, STAMP THE APPLICATION, THEN MAKE A PHOTOCOPY. <input type="checkbox"/> RETURN PROCESSED APPLICATION TO:
<input checked="" type="checkbox"/> CPIC - 1029	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> CPIC - CNI	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> OCC. INDEX 1986 - 88	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> OCC. INDEX 1980 - 86	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> OCC. INDEX 1976 - 79	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> OCC. INDEX 1974 - 75	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> OCC. INDEX 1971 - 73	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> OCC. INDEX FROM AGE 16 OF APPLICANT	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> DRIVER'S LICENCE HISTORY	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> CR II	<input type="checkbox"/>	<input type="checkbox"/>	
NOTES			
			PROCESSED BY CLERK



EDMONTON POLICE
SERVICE

SECURITY CLEARANCE DETAIL

REQUEST FOR CRIMINAL RECORD NAME CHECK

(PRINT INSIDE THE BOXES, AND "X" THE APPROPRIATE CIRCLE)

(PLEASE PRINT LEGIBLY AND CLEARLY)

SURNAME	FIRST NAME	MIDDLE NAMES	DATE OF BIRTH YR MO DAY	SEX
ADDRESS			MAIDEN NAME/PREVIOUS MARRIED NAMES USED	
HOME PHONE	WORK PHONE	NICKNAME		
OPERATORS LICENCE NUMBER	SOCIAL INSURANCE NUMBER	ALIAS		

CHECK APPROPRIATE CIRCLE FOR THE SERVICE REQUIRED

☐ CHAUFFEUR PERMIT (\$10.00) Specify which Taxi Company.

RENEWAL [] Yes [] No

☐ Security Clearance Certificate For EMPLOYMENT (\$20.00)

SPECIFY COMPANY NAME

☐ VOLUNTEER - ADOPTION - EDUCATION

(Provide letter from volunteer, adoption, education agency)

☐ TRAVEL/WORK VISAS or PERMITS (\$20.00)

☐ IMMIGRATION, WAIVERS, LOCKSMITH, SECURITY

GUARDS and OTHER (*personal use, lawyers etc.*)

(\$20.00) (If Fingerprints required PHONE 421-2801 for appointment) FOR ANY APPLICATIONS THAT REQUIRE

FINGERPRINTING AN APPOINTMENT IS REQUIRED.

PAYMENT BY :CASH, CERTIFIED CHEQUE, MONEY ORDER, TRAVELLER'S CHEQUE, OR WELFARE VOUCHERS ONLY. TWO PIECES OF IDENTIFICATION WILL BE REQUIRED TO PICK-UP YOUR CLEARANCE CHECK/CERTIFICATE (picture I.D., Drivers Licence, Passport, Etc.)

****NOTE**** ****PLEASE DO NOT PHONE SECURITY CLEARANCE DETAIL IN REGARD TO STATUS OF COMPLETED CLEARANCE CHECKS. PLEASE FOLLOW INSTRUCTIONS BELOW. ****

****COMPLETED CHECKS WILL ONLY BE HELD FOR 30 DAYS AFTER PROCESSING****

Criminal Record checks submitted at Headquarters Bldg. may be picked up 3 working days after the date of submission.

Criminal record checks submitted at Sub-stations may be picked up 5 working days after the date of submission. Completed clearances held for 30 days only after receipt.

Completed checks may only be picked up at:

Edmonton Police Service Headquarters Bldg.
9620 - 103A Avenue.

MON - FRI (Except Holidays)
8:00 a.m. - 4:00 p.m.

DATE

SIGNATURE



COMMUNAUTÉ URBAINE DE MONTRÉAL
780, RUE CONSECOURS
MONTRÉAL
H3Y 3G7

Le vendredi 27 mai 1994

**Objet: Vérification des antécédents
 criminels de postulants**

**Madame,
Monsieur,**

*Suite à une requête de
relative au sujet cité en titre, il me fait plaisir de vous transmettre
la procédure à suivre pour établir l'absence de «dossier judiciaire»
d'une personne que vous vous proposez d'embaucher.*

*Il convient d'abord de rappeler que seul, le postulant concerné peut
entreprendre les démarches confirmant qu'il est «sans antécédents
judiciaires».*

- Le postulant doit se procurer une formule TBC-350, «Demande
d'accès à l'information ou à des renseignements personnels». Elle
est disponible dans les bureaux de Communication-Québec dont l'un
est situé au Complexe Desjardins, niveau du métro, Galerie de
l'est, tél. 873-2111.*
- Une fois la formule TBC-350 complétée, le candidat doit se
présenter dans un poste de police de la CUM (liste jointe) pour
prise d'empreintes à des fins civiles (FC-216-C).*

Expédier le tout, c'est-à-dire les originaux des deux formules
TBC-350 et FC-216-C, accompagné d'un chèque de 26,75 \$, payable
à l'ordre de la Gendarmerie Royale du Canada, à:

Gendarmerie Royale du Canada
S.-off. responsable de la Section
des affaires civiles
Service de l'identité judiciaire
1200, promenade Vanier
Ottawa, Ontario
K1A 2R2

Il existe également une autre façon plus simple mais qui s'exerce sans
contrôle d'empreintes digitales. La vérification se fait à partir
d'une preuve d'identification personnelle du postulant. Ce dernier
doit se présenter au Quartier général de la Sûreté du Québec, 1701 rue
Parthenais ou dans un de ses détachements et demander pour une
«Vérification d'antécédents criminels». Dans tous les cas où les
résultats s'avèreront négatifs, le policier de la Sûreté du Québec
remettra au demandeur une preuve confirmant lesdits résultats.

J'espère que ces informations pourront vous être utiles et je vous
assure de ma fidèle collaboration. Veuillez agréer, Madame, Monsieur,
l'expression de mes meilleurs sentiments.

Section Prévention du crime

PJ

Info Source

Personal Information Request Form

For official use only

Privacy Act

Step 1

Determine which federal government institution is most likely to hold personal information about you. Decide whether you wish to submit an informal request for the information or a formal request under the *Privacy Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in *Info Source* publications which are available across Canada, generally in major public and academic libraries, federal government offices, such as Employment Immigration Centres, and the constituency offices of federal Members of Parliament.

Step 2

To apply for personal information about you under the *Privacy Act*, complete this form. Describe the information being sought and provide any relevant details necessary to help the institution find it. If you require assistance, refer to *Info Source (Sources of Federal Government Information)* for a description of personal information banks held by the institution or contact its Privacy Coordinator.

Step 3

Forward the personal information request form to the Privacy Coordinator of the institution holding the information. The address is listed in the "Introduction" to *Info Source*.

Step 4

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Privacy Commissioner should you believe that you have been denied any of your rights under the Act.

Federal Government Institution

I wish to examine the information

☐

As it is

☐

All in English

☐

All in French

Provide details regarding the information being sought

Method of access preferred

☐

Receive copies of originals

☐

Examine originals in government offices

Name of applicant

Street, address, apartment

City or town

Province

Postal Code

Telephone number

I request access to personal information about myself under the *Privacy Act* as I am a Canadian citizen, permanent resident or another individual, including an inmate, present in Canada.

Signature

Date



Government of Canada

Gouvernement du Canada

Canada

Info Source

Access to Information Act

Access to Information Request Form

For official use only

Step 1

Determine which federal government institution is most likely to have the information you are seeking. Decide whether you wish to submit an informal request for the information or a formal request under the *Access to Information Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in *Info Source* publications which are available across Canada, generally in major public and academic libraries, federal government offices, such as Canada Employment and Immigration Centres, and constituency offices of federal Members of Parliament.

Step 2

To apply for information under the *Access to Information Act*, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help the institution find it. If you require assistance, refer to *Info Source (Sources of Federal Government Information)* for a description of program records held by the institution or contact its Access to Information Coordinator.

Step 3

Forward the access request to the Coordinator of the institution holding the information. The address is listed in the "Introduction" to *Info Source*. Enclose a \$5.00 money-order or cheque payable to the Receiver General of Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.

Step 4

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Access to Information Commissioner should you believe that you have been denied any of your rights under the Act.

Federal Government Institution

Provide details regarding the information being sought

Method of access preferred

☐ Receive copies of originals

☐ Examine originals in government offices

Name of applicant

Street, address, apartment

City or town

Province

Postal Code

Telephone number

This request for access to information under the *Access to Information Act* is being made by

☐ a Canadian citizen, permanent resident or another individual present in Canada, or

☐ a corporation present in Canada

Signature

Date



Government of Canada
Gouvernement du Canada

Français au verso

Canada

FIGURE 3

OCT 26 1994 09:58AM CPIC SERVICES 613 952 7889
DOE JOHN PERSON SEX: M DOB: 401212
>>>QUERY REMARKS: DUBEAU TEST
MAXIMUM POSSIBLE SCORE 21

NO. 1 SCORE 21

DOE , JOHN

<<<<CAUTION>>>> FAMILY VIOLENCE

PROBATION PROBATION ASSAULT, UTTER THREATS & BR. UNDERTAKING
CONDITIONS ABSTAIN ABSOLUTELY FR. POS. & CONSUMP. OF ALCOHO
START DATE 1994-03-13
EXPIRY DATE: 1995-03-13

POB ONT DOB 40-12-12 AGE 53 WHITE MALE 168 CM (5 FT 06 INS) 059 KG
(131 LBS) BROWN HAIR HAZEL EYES
ADDRESS 12345 2ND STREET NOWHERE ONT

REMARKS: KEEP THE PEACE AND BE OF GOOD BEHAVIDUR

FPS 123456E

CASE 93-123456

ENTERED BY CPIC SERVICES IC90002 ON 94-10-26

CONFIRM ALL HITS WITH ORIGINATING AGENCIES

*INSTRUCTIONAL
941026/09:39:41

FIGURE 4

HAMILTON-WENTWORTH REGIONAL POLICE SERVICE

"CONSENT TO DISCLOSURE OF PERSONAL INFORMATION"

The following information outlines the screening process for volunteer applicants.

NOTE: NO YOUNG OFFENDER INFORMATION CAN BE DISCLOSED TO A VOLUNTEER AGENCY. THIS POLICE SERVICE WILL ONLY DISCLOSE YOUNG PERSON INFORMATION TO THE APPLICANT.

Processed applications will be stamped with one or more of the following:

1. NO CRIMINAL RECORD IDENTIFIED

Based on the information provided, the applicant does not have a criminal file or record in the National Repository for Criminal Records in Ottawa (R.C.M.P.) or with the Hamilton-Wentworth Regional Police Service.

HAMILTON-WENTWORTH REGIONAL POLICE CENTRAL RECORDS BUREAU	
BASED ON THE INFORMATION RECEIVED THERE IS NO CRIMINAL RECORD IDENTIFIED.	
PER	_____

2. SUBJECT MAY HAVE A CRIMINAL FILE OR RECORD

Based on the information provided, the applicant **MAY HAVE** a criminal file or record with the National Repository for Criminal Records in Ottawa (R.C.M.P.) or with the Hamilton-Wentworth Regional Police Service. We will not disclose the contents of the applicant's criminal file or record to the volunteer agency. It is the responsibility of the applicant to obtain the information pertaining to their criminal file or record.

Applicants should be advised to attend the Hamilton-Wentworth Regional Police - Records Section with proper identification to obtain criminal file or record information.

If the applicant has a criminal file or record, with another police department in Canada, the applicant will require fingerprints to be taken. The fingerprints are forwarded to the R.C.M.P. in Ottawa. The R.C.M.P. will process the fingerprints and provide the applicant with a copy of their criminal record based on records contained in the National Repository for Criminal Records in Ottawa.

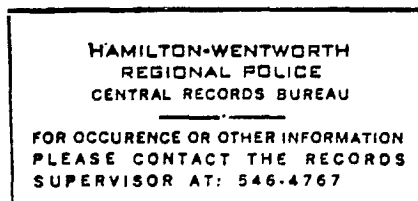
There is a \$20.00 fee for the Hamilton-Wentworth Regional Police to fingerprint the applicant. The R.C.M.P. charge \$26.75 to conduct the records search and subsequent copy of the record.

If the applicant only has a Hamilton-Wentworth Regional Police Service file or record, then the applicant will be provided with a copy of this information. There is no fee for this service.

Subject may have a Criminal
File or Record. Further in-
formation on same can only be
provided to you by the subject.

**3. OCCURRENCE OR OTHER INFORMATION - PLEASE CONTACT THE
RECORDS SUPERVISOR AT: 546-4767**

Based on the information provided, the applicant may have occurrence reports on file as a result of a police investigation by the Hamilton-Wentworth Regional Police Service which may or may not have resulted in charges. Occurrence reports are checked for the previous five years. Please contact the Records Supervisor at 546-4767 to obtain this information.



Occurrence reports on file with other Police Services are NOT CHECKED.

The Records Section will retain the ORIGINAL COPY of the application . A PHOTOCOPY of the processed application will be mailed to your agency.

Should you require further information, please contact the Records Supervisor at 546-4767.



EDMONTON
POLICE
SERVICE

9620 - 103A AVENUE
EDMONTON, ALBERTA
CANADA T5H 0H7
PH: (403) 421-3333
FAX: (403) 425-9963

SECURITY CLEARANCE DETAIL
(FORM A)

TO WHOM IT MAY CONCERN:

RE: NAME

DATE OF BIRTH

ADDRESS

A search based on the above **NAME AND BIRTHDATE** has not disclosed a record of criminal convictions in this Service's Identification Division criminal record system or in Canada's national repository for criminal records. This search is by **NAME AND BIRTHDATE** from Identification provided. A **COMPLETE** record check can only be made through the submission of fingerprints.

Issued at the City of Edmonton
in the Province of Alberta

on 1994 August 03

.....
(G.G. Lastucka) CM

Security Clearance Detail
Identification Division



Printed on Recycled Paper

AN ACCREDITED
POLICE SERVICE





**EDMONTON
POLICE
SERVICE**

9620 - 103A AVENUE
EDMONTON, ALBERTA
CANADA T5H 0H7
PH: (403) 421-3333
FAX: (403) 425-9963

**SECURITY CLEARANCE DETAIL
(FORM C)**

TO WHOM IT MAY CONCERN:

RE: NAME

DATE OF BIRTH

ADDRESS

A search based on the above **NAME AND BIRTHDATE** reveals there may or may not be a criminal record in existence. Information can only be confirmed by fingerprint comparison.

For confirmation of any criminal record information, the applicant must forward a written request and a completed Fingerprint Form C-216C to:

**THE COMMISSIONER
ROYAL CANADIAN MOUNTED POLICE
P.O. BOX 8885
OTTAWA, ONTARIO
K 1 G - 3 M 8**

ATTENTION: PARDONS & HUMAN RIGHTS SECTION

Issued at the City of Edmonton
in the Province of Alberta

on 1994 August 03

.....
(G.G. Lastucka) CM

Security Clearance Detail
Identification Division



FIGURE 5



**EDMONTON
POLICE
SERVICE**

9620 - 103A AVENUE
EDMONTON, ALBERTA
CANADA T5H 0H7
PH: (403) 421-3333
FAX: (403) 425-9963

**SECURITY CLEARANCE CERTIFICATE
(FORM B)**

TO WHOM IT MAY CONCERN:

RE: NAME

DATE OF BIRTH

ADDRESS

A search based on the above **NAME AND BIRTHDATE** and certified through a fingerprint comparison, reveals the following criminal record:

Issued at the City of Edmonton
in the Province of Alberta

on 1994 August 03

.....
(G.G. Lastucka) C/M

Security Clearance Detail
Identification Division



Abstract

storage

DATE DUE

GAYLORD			PRINTED IN U.S.A.

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